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ABSTRACT

This narrative report provides descriptive information on the Louisiana adult education program. The report compares accomplishments to goals established for fiscal year 1986; defines reasons for slippage in areas in which goals have not been met; and determines on a statewide basis the average cost per student. Some of the highlights of the report are the following: (1) the program enrolled nearly 50,000 adults; (2) the average cost per student was \$130.23; (3) more than 10,000 students received General Educational Development certificates; (4) more than 5,000 completed the eighth grade; (5) full- and part-time administrators and staff numbered more than 1,000; and (6) the majority of classes were conducted in the evenings in secondary and elementary school buildings, and 48 learning centers offered alternative adult education classes on a full-time basis. Recommendations were made for additional funding to improve the programs through the acquisition of new materials and software and upgrading and replacement of materials. More than half of the document consists of 16 appendices and 2 addenda containing statistical tables, administrative forms, addresses of adult education programs, results of a program evaluation, and instructions for preparing an annual performance report. (KC)

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FOR ADULT EDUCATION



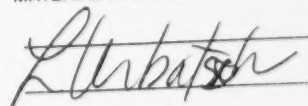
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BULLETIN 1799

1986

THOMAS G. CLAUSEN, Ph.D.

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FOR
ADULT EDUCATION PROGRAMS
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THOMAS G. CLAUSEN, PH.D.
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LOUISIANA DEPARTMENT OF EDUCATION
END-OF-THE-YEAR NARRATIVE ANNUAL REPORT
FOR
ADULT EDUCATION PROGRAMS
1986

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FOREWORD

This narrative report has been compiled to provide descriptive information on the State Adult Education Program, Public Law 91-230 as amended, and Revised Statutes 17:14 (Act 274 of 1975 as amended): and (1) to compare accomplishments to goals established for the fiscal year, (2) to define reasons for slippage in areas where established goals have not been met, and (3) to determine on a statewide basis the average cost per student. (See Appendix A.)

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I. A Comparison of Accomplishments to Goals Described in the Plan for Fiscal Year 1985-86.

A. Goal No. 1

To serve all segments of the undereducated adult population in all 66 local school systems of the State.

The adult education program operated in all populated areas of the State in cooperation with local educational agencies, vocational and technical schools, business and industry, labor unions, health agencies, public and private institutions, institutions for the handicapped, manpower and training programs, and other public and private agencies and institutions.

1. Revised Statutes 17:14 and Adult Basic Education Programs

The Adult Education Program is designed to provide academic education for those adults who are 16 years old and above with less than a high school education, and emphasizes decreasing the illiteracy rate in Louisiana.

During the fiscal year 1985-86, 49,461 adults were enrolled in the program.

There were 10,371 veterans and nonveterans who graduated with General Educational Development (GED) diplomas. There were 5,276 who completed the eighth grade, and 7,016 were issued upgrading certificates; 689 classes were conducted in populated areas of the State. In total, there were 298 R.S. 17:14 classes, 164 ABE classes, and 227 combination classes. (See Appendix B.)

In the ABE and R.S. 17:14 programs, 36,182 adults were retested. The average initial test score was 8.6, and the average final test score was 10.2. The average grades elevated were 1.6 per 77.2 hours of attendance at a cost of only \$1.67 per hour of instruction. The average cost per student participation was \$130.23 in 1985-86.

In the R.S. 17:14 Program, the total enrollment was 33,521; the total hours of student attendance were 2,450,415; the average cost per instructional hour was \$1.96, and the average cost per student enrollment was \$143.05.

In the ABE Program, 15,940 students enrolled; the total hours of student attendance were 1,368,445; the cost per instructional hour was \$1.20, and the average cost per student enrolled was \$103.27.

The instructional accomplishments were attained through individualized instruction, including the use of diagnostic profile and prescription sheets related to specific objectives established by the adult student and adult instructional personnel. Individualized instruction based on adult needs was provided in all parish programs. After the students' strengths and weaknesses were determined by various measuring devices (such as informal tests and informal interviews), prescriptive plans of instruction were formulated. Placement was determined. Objectives were then set up, and the appropriate learning activities were assigned.

2. Materials and Instruction

All adult education classes conducted in populated areas of the State used a variety of instructional materials. In keeping with the abilities and needs of the students, instructors continued to use different methods and techniques to facilitate learning. The instructional accomplishments were attained through individualized instruction, including the use of diagnostic profile and prescription sheets related to specific objectives established by the adult student and adult instructional personnel. Individually prescribed instruction based on adult needs was provided in all local educational agencies. After the students' strengths and weaknesses were determined by use of various measuring devices, such as informal tests and informal interviews, prescriptive plans of instruction were formulated for each student. Placement was determined. Objectives were then established, and the appropriate learning activities were assigned.

All adults enrolled were provided the opportunity to participate in a variety of formal and informal APL learning activities geared toward a better knowledge of home living, social adjustment, cultural awareness, banking, government and law, consumer economics, community resources, health, and fundamental economics. In the class of basic education and ungraded participants, APL continued to be emphasized to a greater extent than for classes in which adults on the secondary

level were enrolled. Basically, the secondary education students were interested in studies related to the five areas of the GED test.

Learning experiences in the areas of consumer economics, governmental law, and community resources were major parts of the program for senior citizens and were offered to the GED students who showed a need for APL instruction.

Lessons continued to be supplemented by resource persons who were brought in to make presentations and to discuss pertinent issues.

Following diagnostic testing, IPI's were developed which form the basis for instruction and evaluation. Counseling and progress reports were provided at intervals throughout the year.

3. Rural Classes

Statewide classes conducted in public schools, churches, learning centers, mini-centers, and other cooperative programs, enrolled 23,536 adult students with GED referrals totaling 5,686. These classes, Revised Statute 17:14 and ABE, stressed literacy and basic coping skills in addition to the GED program.

To meet the diversified needs of students in rural areas, activities included the use of resource persons from the State and community that provided valuable information relative to the Adult Performance Level (APL), everyday coping skills, the names and functions of agencies and public services with which students were not familiar.

4. Reach and Teach

As in the previous year, the Reach and Teach program continued as an outreach program sponsored by Southern University and the State Department of Education to provide tutorial services in basic literacy instruction to undereducated adults and youths. Reach and Teach, a volunteer program, enlisted community leaders to teach illiterates and functional illiterates on a one-to-one basis in four school systems in the State of Louisiana. The four school systems which are directly involved in coordinating the Reach and Teach literacy effort at the local level are Natchitoches, Jefferson Davis, Morehouse, and St. Landry Parishes. Because of limited funds, Reach and Teach could neither be expanded in the communities served nor expanded to other populated areas of the State.

Each program was designed to meet local needs. The major thrust of the instructional activities was basically the same and was directed through developed, prescribed programs of study for each adult student. Each student was provided courses of study in reading, writing, and mathematics. In addition to these basic courses, a high level of consumer awareness information was offered to improve conditions of day-to-day living.

The New Streamlined English Series, which employs the Laubach method, was used with other instructional materials. The major thrust and primary objective of the program continued to be the motivation of a one-to-one private tutorial process.

The program reached and upgraded 144 adults at the eighth grade level and below. The majority of the students taught were elderly adults. Students were tutored in their homes, masonic lodges, jails, recreation centers, and in schools.

The staff consisted of a program director, four part-time coordinator tutors, and 16 volunteer tutors.

5. Baton Rouge Catholic Deaf Center: Adult Education Courses for Deaf People via Telecommunications

Adult education courses for deaf people via telecommunications (TDD) continued to provide reading and consumer education skills for deaf adults living in the greater Baton Rouge area. The project was designed to upgrade literacy levels among deaf adults whose primary language is American Sign Language and for whom English is a second language.

Furthermore, the project attempted to assist deaf adults in adjusting to and functioning more ably in today's society, and to help foster better communication between the deaf community and the hearing community.

The lessons were composed of English grammatical skills, simple math, consumer news information, and comparative shopping skills. Material and content for the lessons were derived from local and national news programs, current events from local newspapers, Louisiana history and geography, the Baton Rouge public library, legal news reports, and other pertinent information published for the hearing impaired. During the past year, simple math skills and useful medical information were incorporated into the lessons.

The program used telecommunications devices for the deaf (TDD's) and telephone lines as a means of communicating with the client. To participate in the program, the client dialed a phone number located at the St. Francis DeSales Center for the Deaf. In turn, the client received on his/her TDD a 10- to 12-minute lesson complete with a work assignment in written English, math or consumer education. These lessons were offered seven days a week, 24 hours per day. Written English was offered on Monday through Thursday. Consumer education and math were offered on Friday through Sunday. Additionally, clients not having access to TDD's but wishing to participate in the program could do so by receiving the lessons from the Deaf Center by mail. The assignments for written English required approximately one-half hour to complete. Math and consumer education lessons were followed by suggested practice work to do in the home.

The lessons were compiled and written by an assistant who is also a skilled TDD operator. The lessons were prepared for transmission by recording them into tape through a specialized TDD answer/phone system. The lessons were also typed and duplicated for mailing to clients who requested them. Classes in American Sign Language and Deaf Awareness were offered throughout the year at the Deaf Center. These classes provided an opportunity for persons working with or interested in hearing impaired individuals to develop and improve their communication skills. Additional classes in First Aid and Cardio Pulmonary

Resuscitation (CPR) were offered to any interested Deaf and Hearing Impaired adults in the community. This course was offered by a certified instructor who is proficient in American Sign Language.

The target population consisted of approximately 100 deaf adults 20 years of age and above. The number of individuals targeted was based on the average number of hearing impaired persons per 100,000 of the general population as well as the factor that more deaf people settle in the vicinity of the State School for the Deaf.

Recruitment of clients was accomplished through public service announcements, the St. Francis DeSales newsletter, and the Deaf Center's mailing list.

The major objective of the program, to upgrade literacy levels among deaf adults, was approached through the English, math, and consumer education lessons transmitted via TDD. The subject matter of each lesson was chosen so as to assist the client in functioning better in today's society.

This past year the Deaf Center mailed a questionnaire to those who regularly receive the lessons by mail. There was a 37 percent return of those mailed. The most frequent suggestion from the clients on the questionnaire advised the instructor to include comparisons of English sentence structure with American Sign Language, and more information on diet, nutrition, and health.

During the course of the program, the center's answering machine developed an irreparable breakdown. Consequently clients were unable to receive telephone lessons for 14 weeks. The problem was temporarily resolved by mailing the lessons to all Baton Rouge clients on the center's mailing list. An emergency budget request was made to the State Department of Education to allow the Center to adjust its budget in order to purchase a new answer-phone machine. The request was granted for half the cost of a new machine. Despite these technical difficulties there were 485 calls for lessons and an unknown number of attempted calls which were cut off by the problems in the machine. Since November, the taped messages had to be condensed to shorter lessons. The lessons from the previous tapes had to be reworked to fit into the new machine. The procedure continued until February when the new machine began to present problems. It was decided that the lessons would be better received and understood if they were sent out in the mail. During the month of February, the lessons were then mailed to all those Deaf listings on the Center's mailing list. These mailouts continued until June.

Feedback from some of the recipients indicated that the lessons were better understood, giving the client more time to read and study them.

The program appeared to be successful while the TDD machines were being used. Later, as the lessons were mailed out on a regular basis, feedback from clients increased as well as

positive input in the form of suggestions for future lessons.

6. Plantation Education Program, Inc.

The Plantation Education Program, Inc. (PEPI) helps adults to help themselves by providing them with basic literacy skills and/or by assisting them to further their education. Therefore, PEPI's basic goal is to reach out to nonreading and undereducated adults in south central Louisiana (St. Martin, St. Mary, and Iberia parishes) in order to enable them to gain basic reading and writing skills or to qualify for the high school equivalency diploma.

Funded by the Bureau of Adult and Community Education of the Louisiana Department of Education, PEPI reached isolated adults, particularly in rural areas or in less affluent sections of the adjoining towns in the tri-parish area.

Because of drastic funding cuts and reduced personnel, PEPI was forced to set more restricted and manageable objectives for FY 85-86.

Through continued recruitment efforts a total of 105 GED applicants and 85 nonreading adults registered for PEPI's programs. These students were instructed in private homes, in the public library, or at the PEPI adult education center, St. Jude Hall, in New Iberia. A second center, St. Pius X Hall, was opened in another section of New Iberia near a low-income housing project, but because of small enrollment, it was discontinued after the first month; the remaining students were able to enroll at St. Jude Hall. Because of funding cuts, PEPI

was unable to provide personnel to serve the 30 adults on the plantations in the Franklin area. Classes were planned to be taught twice a week on the plantations, but increased enrollment in the New Iberia area plus the loss of one automobile for transportation necessitated that classes be conducted at the New Iberia center four days a week.

Despite funding cuts and decreased personnel, two full-time professionals and two part-time paraprofessionals were able to accomplish the following results, with the help of 40 trained volunteers: (1) There were 165 adults enrolled, and 20 were recommended for the General Educational Development Test (GED). There were 30 students on the waiting list. The average cost per student hour of instruction was \$1.27.

Recruiting new tutors and students through church announcements, newspaper notices, and radio public service announcements was the primary method of participation in International Literacy Day. With the help of two summer volunteers who assisted with door-to-door recruitment in a targeted area of Iberia Parish, announcements were carried in local churches, on radio stations, and in local papers. PEPI's activities were also described in circulars posted in libraries and distributed at shopping centers.

To meet the objective of conducting two or three tutor-training workshops for a minimum of 30 new volunteer literacy tutors, PEPI conducted three Laubach literacy workshops, certifying 48 new volunteers: 12 in October 1985, 20 in

January 1986, and 16 in July 1986. These workshops were presented by a team of three trainers.

The objective to publish four newsletters to be sent to 200 friends, supporters, and cooperating agencies was accomplished. PEPI's newsletter, Reaching Out, communicates the needs and activities of the organization and arouses awareness of the severe problem of illiteracy in this area as well as all over the United States. Because of budget cuts and accompanying contraction of services, Reaching Out was published only three times this year.

Cooperation with local agencies was maintained. PEPI continues to cooperate with other agencies as follows:

Bureau of Adult and Community Education--PEPI received its regular reimbursements and made its monthly reports; a representative of the Bureau visited PEPI and found much merit in the program.

Louisiana Association for Public Community and Adult Education (LAPCAE)--PEPI maintains membership in good standing with this state organization for adult education and exchanges newsletters with it. Two staff members of PEPI received scholarships from LAPCAE this year.

Iberia Parish Adult Education Department--PEPI registers its GED applicants with this department which administers the GED examination.

Operation Upgrade (Baton Rouge), Operation Mainstream (New Orleans), and Volunteer Instructors Teaching Adults (V.I.T.A.) (Lafayette)--PEPI shares with these literacy groups which have formed the Louisiana Coalition for Literacy.

New Iberia Public Library--The library provides a special section of reading material for low-level adult readers and consults PEPI on acquisitions for this section. The library provides space when requested for tutors to meet their students and recently submitted a proposal for a grant for literacy which will enable PEPI to continue its services to the nonreading adults in the area.

New Iberia Social Service Center--The Center helps persons referred to them for basic assistance in paying bills, buying food, etc.

Governor's Office for Elderly Affairs--S. Alice Macmurdo was a member of the Board which planned the production of literacy instructional tapes. Another staff member and a PEPI student cooperated in the videotaping of two segments. The entire Laubach literacy workshop for helping the elderly and others consists of 24 videotaped segments.

International Rehabilitation Agency--PEPI accepts referrals from this source.

Project PLUS--PEPI cooperated with this national effort to publicize the problem of national illiteracy by submitting names of students who could be used in this project on national television in September 1986.

Although PEPI had no specific opportunity to cooperate with the following agencies this year, PEPI is always available and willing to work with them when help is requested or when PEPI's students need special assistance.

Iberia Parish Jail

Iberia General Hospital

New Iberia and Franklin Councils on Aging

Acadiana Farmworker Legal Aid Program

Southern Mutual Help Association

Franklin Public Library

Teche Action Clinic

The goal of maintaining contacts with the local press and getting at least one human interest story on PEPI published in The Daily Iberian was attained.

PEPI continued to maintain a good working relationship with the local paper, The Daily Iberian, which published a three-part feature on PEPI and the Laubach literacy method. The paper also published regular announcements of workshops, through which there was publicity to help PEPI reach most of its prospective tutors. The same is true of the St. Martinville paper.

PEPI's director contacted the United Fund authorities to request a grant to be used for hiring a paraprofessional to work on the plantations. United Fund notified PEPI that it did not have the funds to help because of other obligations.

PEPI attempted to obtain two or three VISTA slots for local tutors in the St. Martinville and Franklin areas. After contacting the director of VISTA and obtaining information and

applications, the director learned that PEPI was ineligible for VISTA slots because of insufficient funding.

Despite some setbacks, PEPI accomplished the majority of its goals for the year.

7. Hope House

The Hope House Adult Learning Center in New Orleans provided the residents of the Fischer Projects, St. Thomas Housing Development, Iberville Housing Development, and the surrounding neighborhood with adult education opportunities.

The goal to increase the number of students with 12 or more hours by 50 was almost met. Two hundred forty-three students were enrolled in the program during fiscal year 1985, as compared with 291 during fiscal year 1986. The enrollment goal was short two students. Besides regular announcements in the Hope House Bulletin and signs posted around each of the housing developments, other activities that helped retain students were phone calls to students who missed a full week of class, followed up with a postcard.

The goal to increase the number of GED graduates was not met. There were only 12 GED graduates in comparison with 24 the previous year. Fewer students enrolled at the high school level and this year appeared to be a building year. It is hoped that next year will reap the results of this year's efforts.

A larger number of students who enrolled this year were educationally handicapped. The majority of the students who entered the program were tested at the fourth or fifth grade level even though most of them had completed the tenth grade.

Many of these students felt it took too long to complete the adult education program, became frustrated, and dropped out of the program, despite the efforts of the counselors and teachers who encouraged students to continue efforts to improve their education.

Another reason for the high rate of attrition was that the neighborhoods are rife with tragedies and crime. When students failed to report to class for a week, follow-up was conducted by phone or by a postcard encouraging them to return to class. Counselors worked with students to place them in jobs and in training programs and tried to help students overcome the apathy induced by the poverty and crime in their surroundings.

At the Fischer Project, a survey was conducted to determine the residents' interest in adult education, the most convenient time to conduct classes, and problems that these adults might encounter in attending class. The survey made adults in the development more aware of the existence of the program. The center at Fischer Project got off to a slow start. The adult education staff had to show the adults that they were seriously interested in serving them, and that the staff really had something to offer. A staff member worked with the community on other matters, plus coordinated efforts with the medical clinic across the street. These efforts paid off in student enrollment at the center, but it remained a difficult task to keep the students enrolled long enough to seriously affect them

educationally. During the second semester, plans were to hire a resident of the Fischer Project as a paraprofessional to assist with the program, but because of pending budget cuts, this plan was not implemented. Additionally, the number enrolled in the class did not warrant a third person at the center.

The St. Thomas Center conducted night classes three times a week, from 6:30 p.m. until 9:00 p.m. This effort was designed to reach out to working adults who were unable to attend day classes. Attendance varied widely for these evening classes. Weekly writing classes were instituted at the St. Thomas Center--in recognition of the future writing requirements of the GED test. Small group sessions for students in proximate preparation for the GED test were not feasible because few students reached the GED instructional levels at the same time. Therefore, students were provided one-on-one tutoring as they reached the GED instructional level.

At the Iberville Center, weekly classes were conducted in science. The Iberville Center also began the use of the Mind Program--a machine-based reading program which was well received by students and improved their reading skills at a faster rate than the conventional methods. The store front nature of the Iberville Center with showroom windows facing the sidewalk on a busy pedestrian street was sufficient advertisement for many adults.

Social and economic situations in the housing developments made it difficult for students to work consistently on their

education. Other programs at Hope House periodically helped people through rough times, but often the magnitude of their problems overwhelmed the students.

Each of the three centers conducted an eight-week summer program. Attendance was good, but not so good as anticipated. Many new students registered, and many old students discontinued. Many of these students dropped out because their children were out of school for the summer.

Enrichment activities continued to be an important part of life at the adult learning centers. Presentations included the following: the voting process, sex and its relationship to poverty, drugs and drug abuse, family planning, radioactivity and radiation, nuclear war, poetry writing, Martin Luther King, AIDS, and the cost of utilities. Field trips were provided to the Audubon Zoo and the State Capitol; a picnic was held at Audubon Park; a march was conducted to celebrate Martin Luther King Day, ending at the Superdome; and an Up With People Concert was attended.

Graduation ceremonies were conducted in conjunction with the Gertie Keiffer Center, and one of the graduates gave the opening address. Also, at the end of the year, each center had a party and certificates were issued to students. Finally, during the school year, Hope House published its annual poetry book which contained contributions of over 20 students and several staff members. At each center several classes were conducted on the art of writing poetry in preparation for publication.

8. Operation Upgrade of Baton Rouge, Inc.

Operation Upgrade of Baton Rouge, Inc. celebrated 20 years of providing literacy services to the undereducated adult in the Greater Baton Rouge area. Emphasis continues to be the education of those adults who are 16 years of age and older with reading skills below the sixth grade level. This nonprofit volunteer agency is partially funded by Capital Area United Way and the Louisiana Department of Education.

During FY 1986, 386 students were enrolled in the program. Of the total number, 201 were enrolled at grade levels 0-3; 28 on levels 4-5; 19 on levels 6-8; and 138 were English as a Second Language (ESL) students. However, 24 fewer students participated this year because of lack of jobs, transportation, and other problems. Therefore, in spite of all efforts, the goal to increase services to undereducated adults was not met.

The instructional design of the program was and is basically one-to-one tutoring of students by trained volunteers from the community. Volunteers recruited from the surrounding areas are trained to be reading tutors. Efforts to streamline training sessions using Laubach Way to Reading materials as a primary source was successful. The training for literacy tutors was provided in 10 hours. This was the minimum for Laubach certification and worked well with tutors. Large quantities of materials developed by other publishers were incorporated in the training program. It was felt that this would enhance the capabilities of persons interested in teaching illiterate and functionally illiterate adults to read and write.

The goal to present 10 tutor-training workshops during the year was met. Ten workshops were conducted and 194 new tutors were trained. Two hundred thirty-six tutors participated in the program during the fiscal year. The literacy effort was expanded by the Upgrade staff who conducted workshops in Morgan City, Houma, Jonesville, Bossier, and Natchez, Mississippi. There was total staff commitment and support for these out-of-town efforts.

A variety of activities was conducted to recruit volunteers and to identify and motivate the adult learner. Some of these activities were conducted through the media, churches, businesses, industry, students and friends. These components also provided valuable support in the areas of continuance, communication, and publicity within the target communities.

More than 54 percent of the students were 25 to 44 years old. The 16 to 24 age group represented the second largest group of participants, approximately 26 percent. Data indicate that students represented five parishes. The results derived from inquiries, assessment of potential students, and completed applications continue to be of tremendous help in student evaluation. Problems related to unemployment, transportation, child care, minor health problems, as well as fear of another failure, were drawbacks to active participation. Motivation of students and counseling relative to realistic goals that were based on individual efforts were important factors that had to be applied on a continual basis.

Record keeping and reporting was a challenge as the staff worked to gather information from the large volunteer support staff. The high turnover among students and tutors presented problems when assignments were made. Budgetary constraints were not conducive to expansion of any phase of the program. To date, none of the efforts to generate additional funds through proposals was fruitful. However, the board and staff are dedicated to continuing to seek ways to provide the financial support needed to serve the undereducated adult--especially the illiterate and functionally illiterate adult.

Operation Upgrade's visibility remained high. Highlights of staff participation with other groups during the year included: 1) inservice training for tutors and students in cooperation with the Morning Advocate and State Times; 2) an appearance on Channel 9, "Morning in Louisiana"; 3) publicity on radio station WJBO, "What's Happening?"; 4) L.A.P.C.A.E.'s conference in Alexandria, Louisiana; 5) Laubach Literacy Action Biennial Conference in Memphis, Tennessee; 6) Governor's Office on Aging/New Orleans Educational Telecommunications (NOETC); 7) consortium (NOETC) on developing a training tape for tutors. The network process was continual. L.S.U. students showed interest in the Upgrade program by tutoring, collecting data, making presentations, and interviewing staff for the radio and student newspaper.

In response to special invitations, staff and board members made presentations to the following: 1) St. Thomas More Parish Renew Group, 2) A religious study group at L.S.U. Christ the King

Student Center, 3) May Fellowship celebration of Church Women United, 4) Statewide Conference, Services to the Aged of the Governor's Office on Aging, 5) the Education Concerns Committee at the Kiwanis Club of Baton Rouge, and 6) the Pilot Club in Baker, Louisiana.

Cooperative relationships with literacy groups, adult education, LAPCAE, school boards in various parishes and the special relationship with East Baton Rouge, Livingston, and Ascension Parish schools were invaluable and paramount to the success of the program. Outreach efforts to other areas are ongoing even though response is slow. Lack of funds prohibits program expansion.

Special plans for a 20th anniversary celebration began early in 1986. The event is scheduled for September 4 and will coincide with the national efforts of ABC/PBS, International Literacy Day, and the Fall series of Tutor Training Workshops. Through these activities, awareness of the need for adult literacy services should be enhanced.

Projections for the next year include: 1) concerted efforts to increase enrollment and provide quality services to our clients, 2) expanded efforts in pursuit of finances for program services, 3) strong advocacy for the eradication of illiteracy in Louisiana, and 4) continued support of friends and public and private agencies to the greatest advantage possible in meeting the needs of the adult nonreader.

9. Target Population

The Adult Education Program continued to increase the number of full-time personnel, and to maintain full-time vocational-technical and adult education classes, and programs in remote rural areas, e.g. literacy outreach programs, special projects, pilot programs, research studies, and innovative instructional approaches.

Academic services for special needs groups were expanded in cooperation with federal and other State agencies, and in cooperation with labor, business, and industry. The results of these activities are summarized below.

Enrollment	Number Served			TOTAL
	FY 1986*	FY 1987	FY 1988	
1. Urban areas with high rates of unemployment	6,845			
2. Adults from rural areas	3,673			
3. Immigrant adults	326			
4. Institutionalized adults	1,290			
5. Adults with limited English language skills	899			
6. Handicapped adults	355			
7. Minority groups	8,451			
8. Elderly persons	643			
9. Receiving public assistance	2,283			

* Data reported on DE-524's and Teachers' Annual Evaluation Reports, 1986.

10. Continuation of Expanded Literacy Outreach

Literacy outreach activities established in populated areas were continued from the previous year. These expanded literacy outreach activities were instructional programs designed to reach adults for whom the regular adult education programs were not easily accessible. DeSoto, Tensas, Red River, East Carroll, East Feliciana, Madison, Operation Reach-Out, Adult Continuing Education, Gertie Keiffer Memorial Adult Education Program, Central City Adult Education Program, New Orleans Catholic Deaf Center, Operation AACE, Project Read, Reach and Teach Program, St. Paul Adult Learning Center, Plantation Education Program, Inc., Hope House, Baton Rouge's Operation Upgrade, and Baton Rouge's Catholic Deaf Center constitute the programs. These extended programs enrolled more than 2,563 of the least educated and most in-need adult students.

Additionally, the ABE and R.S. 17:14 programs' efforts enabled 1,020 adults to complete the fourth grade, 5,276 to complete the eighth grade, 1,089 elderly adults to be served, and 8,075 illiterates to be upgraded in the Adult Education Program.

Descriptions of outreach activities included classroom instruction, training volunteers and paraprofessionals in one-to-one instruction (primarily reading), tutoring, and staff development. Products developed included (but were not limited to) student interest inventories, basic workbooks, newsletters, and brochures.

Evaluations were conducted through monthly progress reports, bimonthly staff sessions, assessment of strengths and weaknesses of tutors, informal teacher-made tests, criterion referenced tests, standardized tests, and on-site visitations.

Target populations were farmworkers and other isolated adults in rural areas, urban adults in high unemployment areas, and institutionalized adults. (See Appendix J.)

11. Special Needs, Jails, Hospitals, and Mental Health

Several parishes continued to expand academic services through their special needs programs in cooperation with federal and other State agencies. In these special needs programs, 6,021 adults were served, and instructional materials were designed to meet the immediate needs of the adult learner.

12. Parish Jail Programs

Local supervisors, in cooperation with sheriffs, provided adult education for offenders in parish and State correctional facilities to upgrade them in basic and secondary education and to enable these adults to obtain a high school diploma through the General Educational Development (GED) program. The overall purpose of these activities was to provide these adults with the necessary academic skills to enable them to enter vocational training while incarcerated, to help them obtain and keep a job upon release into society, and to become more effective and productive citizens through academic and personal development.

Classes were conducted year-round in six prisons and an average of eight months in 18 others. Class hours averaged approximately eight per week. More than 1,685 inmates were served during the year, and 291 were recommended for the GED tests. (See Appendix D.)

13. Hospitals, Department of Mental Health, School for the Deaf, Parish Government and Other Cooperating Agencies

Parish supervisors of adult education in cooperation with officials from city governments, institutions, and hospitals established adult education classes that reached 4,336 students with special needs. (See Appendix E and Appendix F.)

B. Goal No. 2

To improve overall adult education services through the development of additional full-time adult education programs, employing full-time professional adult education supervisory and instructional personnel.

The Bureau of Adult and Community Education maintained full-time programs and increased full-time instructional personnel during FY 1986. There are 48 full-time learning centers operating in 33 parishes and 26 vocational-technical centers operating in 25 parishes. (See Appendix G and Appendix H.)

To meet the instructional needs of adults, 1,030 persons were employed in the adult education program. These employees included 23 full-time administrators, 69 part-time administrators, 102 full-time instructors, 96 full-time paraprofessionals and support personnel, 572 part-time teachers, 168 part-time counselors and support personnel.

1. Full-time Adult Learning Centers

As in the past, enrollment of adult education students continued to increase in learning centers during FY 1986. During this session, 39,437 (80%) adults were enrolled in parishes with learning centers; 4,427 (84%) of the enrollees completed the eighth grade; and 10,148 (83%) were recommended to take the GED tests. (See Appendix G.)

2. Year-Round Daytime Classes and Learning Centers

In a continued effort to extend educational services to adult students throughout the year, 48 full-time learning

centers, four mini-centers, and several special daytime programs were operated on a year-round basis. In these programs, specially designed instructional materials and reading programs were designed, established, and maintained to meet the unique needs of adult students. The efforts, which were initiated at the State and local levels, provided a greater opportunity for these adults to achieve their educational goals. (See Appendix G, Appendix I, and Appendix J.)

3. Additional Full-time Services in Selected Populated Areas/Parishes

Vocational-Technical Adult Education Centers

Twenty-six full-time daytime cooperative vocational-technical adult education centers were established in 25 parishes to upgrade academic skills of special needs groups.

The adult education program served 6,120 enrollees. Of this number, 1,603 were recommended for the GED tests, and 1,912 completed the eighth grade.

As in the previous year, a majority of the students who enrolled simultaneously attended vocational-technical classes; and those students who were separated from the adult education program entered a vocational training program. (See Appendix H.)

4. Submission of Plans and Requests for Allocation of Funds, Monthly Reports

(a) State

One hundred percent of the administrators in

educational agencies operating adult education programs submitted objectives and activities for their programs. These plans provided data which indicated planning and evaluation processes, efforts to increase/maintain enrollment of adult students, months of operation, and organization and/or coordination with other agencies. (See Appendix I.)

Monthly reports were submitted to the State office to justify expenditures on a month-to-month basis. Bulletins and the Louisiana State Plan for Adult Education Program 1985-88 were issued to local supervisors to assist in the overall operation of programs. (See Appendix K.)

Of the 66 local educational agencies operating adult education programs, 100 percent were evaluated on-site to determine the extent to which objectives of the program were accomplished. Other information examined was student attendance, reporting records, personnel contracts, and training experience of teachers. (See Appendix L.)

(b) Local Level

Teachers' monthly payroll reports were submitted to parish superintendents to justify students enrolled, student hours, teaching hours and salaries. (See Appendix M.) Travel vouchers, time sheets, and program evaluation forms indicated all local supervisors visited classroom sites on a regular basis for the purpose of supervising the overall program operation. (Refer to Goal No. 1, sub-section 2, for Materials and Instruction.)

C. Goal No. 3

To expand the delivery system of adult education through outreach efforts involving cooperative agencies, organizations, and institutions serving adults who reside in rural areas and urban areas with high rates of unemployment, those with limited English-speaking skills, institutionalized adults, immigrants, and others with special needs.

1. Technical Assistance and Support Services Provided by the State Educational Agency to Local Programs of Instruction

State meetings for adult education supervisory personnel and members of the Participatory Planning Task Force and Adult Education Advisory Council were conducted by the Bureau of Adult and Community Education. The purpose of the meetings was to discuss implementation of activities related to:

- (a) Budget
- (b) Transfer Policy
- (c) Personnel Cuts
- (d) Special Projects
- (e) Status Report on Goals, Accomplishments, and Objectives
- (f) GED Status Report
- (g) Other important issues that determine the direction and success of adult and community education in Louisiana.

(See Appendix N.)

2. Lafayette Parish Cooperative Jail Project, Phase II

The purpose of Phase II of the Lafayette Parish Cooperative Jail Project was: 1) to prepare inmates who have the educational background to serve as tutors, 2) to prepare inmates to

be eligible to take the GED test, and 3) to teach life-coping skills so that students may better function in society upon their release.

In order to serve a larger number of adults, newly trained inmates were paired with experienced tutors to work with at least three students who had less than a high school education and who were functioning at about the same academic level.

Only inmates functioning at the eighth grade level or above, as determined by the California Achievement Tests (CAT), were taught by inmates under the supervision of a professional. Those below that grade level were tutored by volunteers from Volunteer Instructors Teaching Adults (VITA). Approximately 400 inmates were prepared for the GED test while being taught life-coping skills.

The different phases of the project were awareness, training, recruiting, and application. Complete records were maintained with results compiled and included in the final report.

The request to continue the program was based upon the success of Phase I. During the first year, 113 students received the GED diploma and approximately 400 inmates participated.

Additionally, a class for trustees at a half-way house was continued so that all eligible inmates could take advantage of the program.

3. Judicial Alternative: Adult Education or Jail--Phase I

This project (Phase I) addressed the problem of researching the many avenues available within East Baton Rouge Parish to

determine which agency/agencies could provide specific services necessary to habilitate and educate offenders.

A guidebook was compiled and disseminated to the judges within the 19th Judicial Court for their use as pre-evaluation or concurrent evaluation sources to offer services to the offender. The guidebook describes the facilities and opportunities available from the community agencies, the criteria necessary for the offender to receive services and procedures to follow in awarding these services.

For additional access, a computer program was designed and implemented for use by the judges within the 19th Judicial District Court. This program delineates the various agencies serving the needs of the offenders within the specific categories of their needs. If a judge wants to determine which agencies serve drug abusers, the program itemizes all agencies within the parish and gives detailed information about the facility.

4. Community Education

Community education is a process and a program designed to meet the needs and interests of people of all ages in a community. The process involves the formation of community councils to ensure citizen involvement in program planning. It also involves community surveys to determine the needs and interests of the community. The community education process makes use of existing human and physical resources to meet the community's needs. Cooperation and coordination between

agencies in providing services to the community are also a vital part of the community education process.

Community education programs use school buildings or other convenient locations to offer a variety of educational, vocational, recreational, social, and cultural activities for a community. The use of the school building is extended beyond the normal operating hours to include nights and weekends.

During the 1985-86 fiscal year, several school systems in Louisiana continued to operate community education programs. Community educators developed cooperative relationships with various agencies, institutions, and organizations in order to implement community education processes and programs. The groups served in several capacities, providing advice and support to the program, offering the use of their facilities, and other such services. In return, these groups were also served by the community education program.

Indications are that community education will continue to spread to additional local school systems in the State. (See Appendix O and Appendix N.)

5. Business and Industry

Business and industry continued to refer applicants to the adult education program to upgrade skills prior to employment, when needed.

Plant representatives continued to cooperate and meet with local adult education personnel to coordinate activities for their employees.

Additionally, businesses and industries in Louisiana were contacted by local adult education personnel and asked to submit needs for on-site classes and/or the projected number of employees to be referred to adult education programs so that plans and requests for funds from the State educational agency could include these special needs groups. (See Appendix F.)

6. GED Videotext Series

The Bureau of Adult and Community Education, in cooperation with Louisiana Public Broadcasting, sponsored the GED Videotext Series on public television. This is a series of educational programs that focuses on basic skills development in the areas of reading, mathematics, and English grammar. The series is designed to be used by adults who do not have a high school diploma and who are preparing to take the GED test. The series is broadcast statewide.

In order to make the public aware of the series, the Bureau printed and distributed approximately 42,000 copies of a flyer, "GED TV Series," which thoroughly describes the availability of the series. The flyers were distributed to the public-at-large through various agencies, institutions, and organizations in this State. Groups were asked to display the flyers in the reception areas of their offices to make them available to their clientele and the general public. Groups which received the

flyers are (1) local substance abuse centers, (2) district vocational rehabilitation offices, (3) parish Offices of Family Security, (4) public libraries, (5) state agency offices, (6) parish councils on aging, (7) parish job service offices, (8) district youth services programs, (9) adult and community education supervisors, (10) Community Action agencies, (11) business and vocational-technical schools, (12) GED testing centers, (13) state prison facilities, and (14) Employment Security offices.

The series has provided a means for people who are homebound because of illness or disability, the elderly who do not have transportation, women with small children at home, and others to prepare to take the GED test. (See Appendix P.)

7. Job Training Partnership Act (JTPA): Acadia, Beauregard, Jefferson, Lafourche, Rapides, St. Mary, St. Tammany, Tangipahoa, Tensas, Terrebonne, Washington, and Webster Parishes.

During the fiscal year, local adult education services were expanded in several parishes through cooperation with the Job Training Partnership Act Program (JTPA). In Acadia Parish, one of the goals of the adult education program was accomplished because of funds received through a Job Training Partnership Act grant. Splendid cooperation has existed between the St. Landry Police Jury and the Acadia Parish School Board Adult Education program.

The JTPA project provided for expansion of adult education services. Computers, purchased as part of the project, were used during the school session and were used during the summer for the Acadia Parish's Community Education program. The computers were used during inservice programs for public school teachers in Acadia Parish.

The JTPA project at the Adult Education Center in Crowley has been funded for a second year. JTPA grants for support of the Learning Center in Rayne and a GED preparatory class in Egan were received. The grants, which provide equipment and materials, will enable further expansion of adult education services at no cost to the adult education program. Community Education computer training classes were taught during the evenings at the community education site.

Beauregard Parish received JTPA funds near the end of the school year. The funds were used to purchase equipment and materials to upgrade instruction at the adult education center, as well as throughout the parish. Items which were purchased included the following: two computers, three printers, two VCR's with monitors, and blank video cassettes.

The center staff will record the televised GED lessons and distribute them to teachers in the part-time classes. The two new computers will be added to the lab which currently has six computers in use every day. Students are scheduled at 30

minute intervals twice a week. Friday is used for make-up sessions and printing skill analyses for the teachers.

The new computers will provide more opportunities for computerized skill analysis, remediation prescriptions, drill, and GED test practice. Several worktexts and one new software program have been ordered to expand the curriculum for both ABE and GED students. Plans are under way for continued cooperation between Beauregard Parish Adult Education and JTPA. Projected plans give priority to improving and expanding the jail program.

During the 1985-86 school year the Jefferson Parish Adult Education program enrolled 7,020 students and graduated 2,026 students. JTPA funds allowed the program to maintain its level of offerings to adult students when state funding was reduced.

In Lafourche Parish, the establishment of a class in the black community in the Thibodaux area was achieved through the JTPA program. The class continued through August.

Rapides Parish pursued a program through JTPA for the purpose of placing work release prisoners in jobs. This program was unsuccessful because of the work release program already in place at the jail which obtained more qualified prisoners, and because of the transfer program within the jail. The JTPA program could not pay salaries and was in competition with other JTPA programs which could pay salaries.

JTPA job placement program was conducted for center based students this year. Adult education students had to qualify under strict minimum guidelines and were placed in jobs within the community. Salaries were paid to these students' for 11 weeks. The type of job placement was determined by the students' skills. Clerical and sales jobs as well as positions in fast food outlets were available. This program was highly successful with a number of adult education students being placed.

In St. Mary Parish, a JTPA class conducted in cooperation with adult education at the Morgan City Adult Learning Center provided a computer assisted class for 33 students. Ten students from the class completed GED requirements.

In St. Tammany Parish, the Youth Services Coordinator Project through JTPA was effective. The program channeled unemployed youth into adult education classrooms and helped adult education students find jobs.

The Tangipahoa Parish adult education program in cooperation with JPTA developed a course of Basic Academic and Employability Skills for JTPA clients. The adult education center staff was responsible for recruiting and enrolling clients for the program. Potential clients were referred to the local JTPA counselors for services and to ensure that the recruit met JPTA eligibility guidelines. In addition to basic skills and GED instructional programs, JTPA clients were provided with the opportunity to participate in a unique employability and survival skills program. The competency based

video program covers the five life skill areas of consumer economics, occupational knowledge, health and safety, community resources, and government and law.

Representatives from six parishes visited the program and plan similar programs of their own. In addition to the Basic Academic and Employability Skills program, comprehensive GED preparation was offered to JTPA work experience clients. JTPA counselors visited the adult education classes regularly to recruit students for a variety of JTPA programs.

In Tensas Parish the JTPA project attracted women. Most were single-parent, heads of household who desired employment and improved life styles, but who needed increased literacy and life coping skills.

Terrebonne Parish received JTPA funds to purchase computers.

The Washington Parish adult education supervisor submitted a proposal to the JTPA office and received funds to hire a reading specialist and purchase seven computers, software, and other instructional materials and supplies. The grant was justified because 75 percent of the students entering the program were reading below the eighth grade level. Many students increased their reading grades two to three levels.

Webster Parish, in cooperation with the employment office in Minden, helped many students become a part of the JTPA Job Assistance Program. It allowed students to attend school and maintain a part-time job at the same time.

8. English as a Second Language (ESL)

Sixty-five ESL classes were continued in populated areas of the State. In those classes, 1,974 adults were served, and 13 were recommended for the GED tests. (See Appendix C.)

(For outreach efforts involving cooperative agencies organizations, and institutions serving adults who reside in rural and urban areas with high rates of unemployment, institutional adults and others with special needs, refer to Goal No. 1, subsection 3-13, and Appendix E.)

D. Goal No. 4

To improve the instructional quality of local adult education programs.

1. Evaluations Performed During The Reporting Period

All local education agencies operating adult education programs were directly evaluated to determine the extent to which the objectives of the program were accomplished. Some other elements evaluated were student attendance, records of reporting, personnel contracts, and training experience of teachers. (See Appendix L.)

2. Bossier: Computer Literacy for Students Enrolled in Adult Education

The Bossier Learning Center received a grant in July 1985 to initiate an adult program in computer literacy.

The basic grant provided for two computers complete with a disk drive and monochrome monitor. Portable tables supplied by the Bossier Learning Center were set up so the computers could be used in the computer classroom or the regular classroom.

Availability of software was researched during the summer in order to have the program established in time for the return of the majority of ABE students in the fall. The brief introduction to computers familiarized adult students with the basic operation of a computer. The students gradually progressed to a computer literacy module, Computer Discovery, produced by Science Research Associates. The computer discovery package is designed to provide exposure to both programming concepts and social issues related to computers and is tailored

to meet the needs of a wide range of students. Students who completed the computer literacy program could integrate work with the computer into their academic program.

Center staff evaluated numerous educational programs to determine their adaptability for adult students. Programs were eventually chosen in the areas of math, reading, and spelling for incorporation into the year's academic program.

The math program selected was Science Research Associates Computer Drill and Instruction, Levels A-D. The program evaluated the student's aptitude in basic mathematics and placed him/her according to his/her skill levels. The student could progress from his/her aptitude level to the level of competence required for GED testing in math.

Spelling modules, reading modules, and teacher-made modules were incorporated primarily with lower level students to provide them with basic skills necessary to pursue more advanced classroom instruction. The students also benefitted by hands-on experience with the computer which might enhance their job skills for future employment.

There were three objectives of the computer literacy project. One objective was that the ABE student complete a module on computer literacy. The second was to integrate the computer into the student's educational program using programs in mathematics designed to meet his/her needs. The third was to provide the ABE student with hands-on computer experience.

The objectives were incorporated into the general design of the project. The project began September 4, 1985, and was completed May 26, 1986. After selected students completed traditional enrollment, evaluation, and placement procedures, they were enrolled in the computer literacy project. Each student who met the established objectives was placed into a mathematics drill and instruction program and was allowed to progress at his/her own rate.

Of the 91 students enrolled at the Bossier Learning Center in fiscal year 1986, 40 were chosen for the project. The results were impressive. Instructors felt that the appreciable increase in student attendance in 1986 primarily resulted from the students' interest in working with the computer.

Instructors also reported that the students selected for the computer literacy program progressed an average of 2.7 grade levels as compared with the typical ABE student who progresses approximately 1.5 grade levels per year.

If funding is available, the center staff plans to expand the computer program during fiscal year 1987. Plans include the acquisition of more software, especially in the areas of reading and language. With an increase in enrollment and GED referrals, software incorporating higher levels skill will also be necessary.

3. Adult Literacy Project: Evaluation and Dissemination of Interactive Software to Promote Adult Literacy

Illiteracy remains a serious problem in the State and the nation. More effective approaches for developing basic literacy

skills were needed. The University of New Orleans Adult Literacy Project developed two series of microcomputer software to promote reading and writing abilities of illiterate adults. The project was named a "High Quality Educational Program" by the U.S. Department of Education and is making preparations for national validation.

The software uses a language experience approach to develop literacy, encouraging adult learners to use their own experiences and language to input text into the microcomputer. The microcomputer then develops individual practice and reinforcement activities from the student's previous text input, providing highly individualized lessons for each student. Articles describing the software have or will appear in the following national journals: Journal of Reading, Computers in the Schools, The Clearing House, and in the National Adult Literacy Project's Guidelines for Promising Practices.

The goal of the project this year was the final evaluation of the two series of software through field tests with illiterate adults. Multiple evaluations have been necessary to get a large enough number of student subjects because of the high attrition rate this population exhibits.

After successful evaluation is completed, the Joint Dissemination Review Panel (JDRP) will evaluate the program for national validation. If validation occurs, the Adult Literacy Project will be invited to apply to become a National Diffusion Project of the National Diffusion Network (NDN).

While Louisiana has a severe illiteracy problem, State funding of the Adult Literacy Project has enabled the development of a new approach to the illiteracy problem and two series of software which have gained national attention. The project will continue to be disseminated through presentation, demonstration, and publication locally, regionally, and nationally.

4. Bienville Parish: Computers Are Here

A study conducted at the Adult Education Center in Bienville Parish showed that the adults of the area were interested in learning by a computer assisted instructional program. Although the adult education services provided during the 1984-85 session were expanded to include many reading activities for adult students, there was a tremendous need for a program that would educate adults in the operation of computers. Through the program, parents could become more involved with their children's progress in the K-12 school system as well as acquire a working knowledge of the computer as a tool for learning.

Project "Computers Are Here" proposed the following: 1) with the aid of the superintendent and other school officials, seek out those adults who would be interested in pursuing their education and working with the computer as a tool for learning; 2) establish a computer room at the Bienville Parish Adult Education Center where new recruits could receive adequate training in using the computer as a learning tool; 3) with the

aid of sophisticated instruments, the adult students would be encouraged to learn and expand knowledge on all subjects and to work with their children who are being introduced to the computer in the K-12 program; 4) hold in-depth training for paraprofessionals and teachers who work in adult education; and 5) develop publicity and promotional materials for parish-wide distribution. The program was funded and the local education agency supplied personnel and facilities. All initial goals were accomplished and the program was considered very successful.

5. Computer-Assisted Instruction

In Allen Parish the use of three microcomputers greatly enhanced the instructional program. A computer literacy program was provided for all adult education students at Oakdale Vocational-Technical School. The GED computer-assisted programs were used to supplement instruction for students during the 1985-86 session.

At the Marksville Center in Avoyelles Parish, four Apple computers served as an effective tool for the GED and pre-GED students. The computers offered immediate feedback and sequenced skills in math, reading, and language. The Steck-Vaughn GED 100 Program also helped students pass the GED Tests the first time. All students who completed the skills on the GED 100 Program scored high on the GED Tests.

Bienville Parish computer assisted instruction helped to enhance the effectiveness of the program. All instruction

was designed to meet the educational goals and needs of the population served.

In Concordia Parish all classes were provided with a variety of instructional materials. Two computers were used in the full-time class. The computers proved to be valuable instructional tools. Two new computers were purchased for the part-time classes and additional software was purchased.

The Monroe City Schools used teaching strategies which included the following: 1) individualized instruction with computer assisted instruction as reinforcement, 2) computer literacy instruction for motivational activities, and 3) small group activities using instructional materials from the local system.

Grant Parish made use of the computer in their administrative and instructional activities, which proved most valuable.

The full-time adult education class at the Port Side Vo-Tech School in West Baton Rouge Parish had an increase in enrollment over the previous year. The teacher there is currently taking computer science courses. This year, three IBM computers were installed at the vo-tech school and are currently being used by the students.

Of special instructional significance in Winn Parish are the on-going computer-assisted learning activities in reading, math, language, social studies, and science.

In Webster Parish a computer program was added to the Minden Adult Learning Center for the school year 1986-87. This was the result of a grant received from the Private Industrial Council (PIC) of Northwest Louisiana. The grant will purchase 15 new computers and printers for the computers. The computers will be programmed to prepare students to take the GED Tests and will benefit the reading program at the center.

Finally, during the fiscal year, the adult education center at the River Parishes Vo-Tech School in St. John Parish added computers and television to support the instructional program.

E. Goal No. 5

To promote and expand literacy efforts through adult basic education programs, volunteer groups, and literacy programs to reach the least educated and most in need of assistance.

Over 30 literacy outreach programs were conducted in various parishes to serve those adults least educated and most in need. Over 184 volunteers served in these programs and in the adult education program.

1. Literacy Projects for Catahoula, Concordia, LaSalle, Allen, Avoyelles, Evangeline, St. Mary, and Terrebonne Parishes.

In an effort to raise the literacy level, it was proposed that a project director/literacy coordinator be hired to initiate and develop literacy volunteer programs in several parishes in the State.

Intense one-to-one instruction was provided for illiterate adults who were unable to receive these services through the adult education program in Allen, Avoyelles, Evangeline, Catahoula, Concordia, LaSalle, St. Mary, and Terrebonne Parishes. Literacy instruction could not always be adequately provided by an adult education teacher in a part-time class with many students on a variety of levels. Since these are remote rural parishes, many rural residents cannot attend adult education classes at night. Thus, a literacy outreach program was designed to accommodate hard-to-reach illiterates by providing them with tutors who instructed them at convenient sites and times to support the ABE program's literacy efforts and reduce the illiteracy rate. Operation AACE was conducted in

Allen, Avoyelles, and Evangeline Parishes: Operation Reach-Out was operated in St. Mary and Terrebonne; and Project Read was operated in Catahoula, Concordia, and LaSalle Parishes.

2. Acadia: Volont  r Teacher-Aide Program

Despite the prevailing economic conditions adult education in Acadia Parish had a banner year. The delivery system was expanded because of a volunteer program initiated during the early spring of 1986.

The number of young adults enrolling in the adult education program in Acadia was almost overwhelming. For the learning centers in Rayne and Crowley something had to be done to accommodate these persons. Providing instruction on an individualized basis to a large number of students was rapidly becoming almost impossible. To solve this problem, additional personnel were sought. A volunteer teacher-aide program partially alleviated the problem. These persons, part of a church sponsored group, were trained to help the professionals at the Adult Education Learning Center in Crowley.

The program enabled the professional staff to prescribe instruction for many more students. The paraprofessionals and volunteer persons could then actually work with those younger adult students who were unable to work independently.

3. Ascension: Volunteer Tutorial Program

A tutorial program has been in existence for the last four years. Working in conjunction with Operation Upgrade in Baton Rouge, the staff has recruited and trained several volunteer

tutors who tutor students with special needs individually. However, the need for more tutors at this center is critical. It is projected that the tutorial program will be expanded next year. A letter will be sent to all former graduates in hope that some will volunteer to work with the ever-increasing number of low-level students. There is also a need for a specially trained person to work with students in the reading lab. If funds are available, a person can be hired to work more closely with these students during the busy morning hours.

(For other programs which expanded literacy efforts through the use of volunteer groups to reach the least educated and most in need of assistance, refer to Goal No. 1, Reach and Teach, Plantation Education Program, Inc., Hope House, and Operation Upgrade of Baton Rouge, Inc.)

F. Goal No. 6

To promote professionalism by strengthening and supporting adult education certification requirements for employment.

In 1986, there were no teacher training programs offered for credit sponsored by the Bureau. However, several universities conducted courses in adult education which could lead to teacher certification. Additionally, the Bureau and LAPCAE sponsored a three-day teacher training program through 310 monies. Over 100 teachers participated.

1. Louisiana Staff Development Project for Full-Time Adult Education Personnel

Because full-time adult education personnel form the core of professional expertise and serve the majority of adult education clients in the State, it was the intent of this project to provide teacher training activities to meet the practical needs and immediate concerns of full-time instructors and administrators.

The project was designed to meet the following major objectives: 1) to conduct a statewide survey of local full-time adult education personnel to determine their priority needs for training; 2) to use the survey results in developing a comprehensive three-day training conference to address the identified training needs; 3) to plan, organize, and implement a statewide teacher training conference for full-time adult education personnel; and 4) to evaluate the proceedings of the

conference and submit all major recommendations, suggestions, and/or conclusions in a final evaluation report to the Bureau of Adult and Community Education for dissemination.

The proposal was initiated in cooperation with the Bureau of Adult and Community Education to minimize costs and provide for maximum participation in and support for the program throughout the State.

The President of the Louisiana Association for Public Community and Adult Education (LAPCAE) served as project director and selected, with approval of the Board, eight local full-time adult education practitioners to serve as staff associates to assist in the overall planning, organization, and implementation of project activities.

Because of budget limitations and local school system travel restrictions, most full-time adult education instructional personnel had been unable to attend State, regional, and/or national conferences, workshops, or training programs to any appreciable extent. To ensure maximum participation and attendance of full-time instructional personnel at the conference, the project provided travel expenses for 100 local adult education instructional personnel from throughout the State.

G. Goal No. 7

To improve and increase public awareness of adult education opportunities throughout the State.

1. Statewide Supervisors' Promotional Efforts

To promote awareness of the adult education program, State legislators were contacted by area supervisors, "fact sheets" about the program were sent out, and legislators were invited to participate in adult education activities and graduation ceremonies. Efforts were also made to involve local school boards in adult education activities.

2. State

A staff member of the Bureau of Adult and Community Education was designated to promote the program by developing various publicity activities in cooperation with LEA's. All 66 systems promoted their programs through various organizations, media, and churches. Additional activities were: 1) 45,000 flyers were disseminated to various agencies, organizations, institutions, and proprietary schools; 2) 80,000 flyers were placed in Aid to Families of Dependent Children (AFDC) checks to inform those clients about the program; and 3) over 4,370 general information brochures were disseminated statewide upon request from local systems.

3. Local

(a) Jefferson Davis: A proposal to Identify and Locate Hard-to-Reach Adults Eligible for Louisiana's Adult Basic Education Program

The purpose of this project was to develop procedures

and techniques to assist parish personnel in the location and identification of hard-to-reach adults eligible for Louisiana's Adult Basic Education Program. Five products were developed and field-tested during the project period. They included: 1) a plan for project implementation, 2) a plan for a cooperative agreement with other human services and volunteer agencies serving the target population, 3) media techniques to assist local parish personnel, 4) a media campaign designed to coordinate parish recruitment activities, and 5) a plan for ensuring the identification and location of native Indians eligible for program participation.

All monitoring as well as evaluative data was summarized in the final project report. A manual was completed and will be shared with the Beauregard and Vernon Parish adult education programs. The manual includes goals, a campaign schematic, critical work activities, and a media calendar. Models of visual promotional materials were also produced. The Jefferson Davis Parish adult education program will utilize this media campaign manual during 1985-86 and in subsequent years.

II. Reason for Slippage in Accomplishing any Goals/Objectives

The goals as previously indicated have been adequately met. Reasons for slippage, if any, have been identified in the preceding section of the report. (Refer to Appendix A.)

Nevertheless, the decrease in State funds resulted in a cut back of classes. In 1985 there were 719 classes as compared with 689 in 1986--a decrease of 4.2 percent: 481 students were on the waiting list.

In conclusion, reports indicate that the expansion of programs continued to be limited because of the uncertainty of funding. But local supervisors reorganized plans, e.g. relocated sites for program/instruction and/or utilized personnel to greatly enhance and expand the delivery system of the State adult education program to all populated areas.

III. On a Statewide Basis, the Average Cost per Participant

For ABE, the average cost per student was \$103.27, and for R.S. 17:14, \$143.05 per student. The average cost per student for both programs was \$130.23 per year.

IV. Summary

The Adult Education Program provided academic education for 16-year-olds and above with less than a high school education, with emphasis on decreasing the illiteracy rate in Louisiana.

The program enrolled 49,461 adults in R.S. 17:14, ABE, and through other specially designed programs.

In the ABE and R.S. 17:14 programs, 36,182 were retested. The average of the initial test scores was 8.6, and the average of the

final test scores was 10.2. The average grades elevated were 1.6 per 77.2 hours of attendance at a low cost of only \$1.67 per hour of instruction. The average cost per student was \$130.23.

In the R.S. 17:14 program, the total enrollment was 33,521; the total hours of student attendance were 2,450,415; the average cost per instructional hour was \$1.96; and the average cost per student enrolled was \$143.05.

In the ABE program, 15,940 students enrolled; the total hours of attendance were 1,368,445; the cost per instructional hour was \$1.20; and the average cost per student enrolled was \$103.27.

Records indicate that 10,371 students graduated with GED diplomas. There were 5,276 who completed the eighth grade, and 7,016 were issued upgrading certificates; 689 classes were conducted in populated areas of the State and 1,030 persons employed.

Twenty-three full-time and 69 part-time administrators, 102 full-time instructors, 572 part-time teachers, 96 full-time paraprofessionals and other full-time support personnel, and 168 other part-time instructional and noninstructional personnel constituted the staff.

As in the previous year, the majority of classes were conducted in the evenings in secondary and elementary school buildings. Additionally, 48 learning centers offered alternative adult education classes on a full-time basis in 33 parishes. Specially designed reading programs established in 39 parishes offered reading on a one-to-one basis for adults functioning at the eighth grade level and below; and 26 full-time vocational-technical adult education centers were conducted in 25 parishes.

V. Recommendations: The following recommendations were made by supervisors:

1. Provide adequate funding for total program operation, for program maintenance--computer repairs, purchase of testing materials, and student books and supplies.
2. Maintain LEA's budget after negotiation for the school year.
3. Provide additional funds for instructional materials and supplies to adequately serve those adults currently enrolled in the program.
4. Provide additional monies to adult education--somewhat comparable to the regular education program--to allow for instruction, adequate equipment, and supplies.
5. Continue to provide summer teacher training institutes and encourage universities to provide adult education courses to facilitate teacher certification.
6. Provide funds to place full-time teachers on a nine-month contract.
7. Provide funds to employ part-time day-time instructors at learning centers to meet increased student enrollment.
8. Provide additional funds to purchase teaching materials.
9. Provide funds to purchase computers, reading laboratories, and other supplementary materials.
10. Provide additional funds to purchase computer software to meet the educational objectives of computer-assisted instruction.
11. Provide additional funds to upgrade and replenish the reading laboratory at the three main centers. The machines, filmstrips and tapes have become somewhat worn because of the large amount of student use.
12. Provide additional funds for expansion of the English as a Second Language (ESL) Program. There are an increasing number of ESL students needing adult education services.
13. Provide the local program evaluation form in advance of the on-site evaluation.

15. Devise a structured system for checking out materials in selected populated areas.
16. Computerize the record keeping functions of the East Baton Rouge Parish Adult Education Program.
17. Provide additional funds to expand the program at the Lincoln Detention Center.

APPENDICES

GOALS FOR ADULT EDUCATION
LOUISIANA STATE PLAN
FOR ADULT EDUCATION
1985 -1988
BULLETIN 1763

Goal No. 1

To serve all segments of the undereducated adult population in all 66 local school systems of the State.

Goal No. 2

To improve overall adult education services through the development of additional full-time adult education programs, employing full-time professional adult education supervisory and instructional personnel.

Goal No. 3

To expand the delivery system of adult education through outreach efforts involving cooperative agencies, organizations, and institutions serving adults who reside in rural and urban areas with high rates of unemployment, those with limited English-speaking skills, institutionalized adults, immigrants, and others with special needs.

Goal No. 4

To improve the instructional quality of local adult education programs.

Goal No. 5

To promote and expand literacy efforts through adult basic education programs, volunteer groups, and literacy programs to reach the least educated and most in need of assistance.

Goal No. 6

To promote professionalism by strengthening and supporting adult education certification requirements for employment.

Goal No. 7

To improve and increase public awareness of adult education opportunities throughout the State.

RESULTS BY PARISH OF THE 1985-86 TEACHERS ANNUAL EVALUATION REPORTS

IN

ADULT BASIC EDUCATION AND R.S. 17:14 ADULT EDUCATION PROGRAMS

Parish		Age	Enrollment						Number Students Retested	Achievement			Attendance		Terminations				
			Sex		Race					Initial Test	Final Test	Grades Elevated	Total Hours Attended	Average Hours Attended	Drops	Recom- mended for GED	Comp. 4th Grade	Comp. 8th Grade	Issued Up-Grade Cert.
			Male	Female	White	Black	Other	Total											
1. Acadia	ABE	25.8	102	119	163	58	0	221	212	7.1	8.7	1.6	15,402	69.7	43	34	9	47	0
	17:14	20.9	308	301	414	191	4	609	606	7.9	9.6	1.7	57,061	93.7	291	143	42	103	0
	Total	22.2	410	420	577	249	4	830	818	7.7	9.4	1.7	72,463	87.3	334	177	51	150	0
2. Allen	ABE	22.8	81	63	95	45	4	144	68	6.6	8.6	2.0	11,531	80.1	79	3	7	16	8
	17:14	25.3	41	133	130	44	0	174	96	10.3	12.0	1.7	9,501	54.6	63	59	0	0	24
	Total	24.2	122	196	225	89	4	318	164	8.8	10.6	1.8	21,032	66.1	142	62	7	16	32
3. Ascension	ABE	21.7	58	80	20	118	0	138	128	5.7	7.0	1.3	23,056	167.1	31	7	17	10	76
	17:14	24.4	241	329	440	116	14	570	380	9.3	11.2	1.9	30,393	53.3	167	219	23	55	79
	Total	23.9	299	409	460	234	14	708	508	8.4	10.2	1.8	53,449	75.5	198	226	40	65	155
4. Assumption	ABE	24.6	34	39	50	23	0	73	45	8.3	9.5	1.2	5,405	74.1	5	9	0	13	0
	17:14	24.9	42	59	60	41	0	101	56	8.5	10.2	1.7	7,535	74.6	31	20	1	10	0
	Total	24.8	76	98	110	64	0	174	101	8.4	9.9	1.5	12,940	74.4	36	29	1	23	0
5. Avoyelles	ABE	23.6	66	43	68	41	0	109	105	7.2	10.4	3.2	9,341	85.7	26	47	8	19	0
	17:14	22.6	176	208	278	106	0	384	382	8.8	10.6	1.8	26,143	68.1	65	180	5	46	14
	Total	22.8	242	251	346	147	0	493	487	8.5	10.6	2.1	35,484	72.0	91	227	13	65	14
6. Beauregard	ABE	28.2	108	94	147	54	1	202	131	9.4	10.9	1.5	11,578	57.3	92	39	0	29	40
	17:14	23.1	144	197	259	72	10	341	232	8.7	9.7	1.0	17,454	51.2	270	72	4	16	36
	Total	25.0	252	291	406	126	11	543	363	9.0	10.2	1.2	29,032	53.5	312	111	4	45	76
7. Bienville	ABE	32.0	56	57	28	85	0	113	83	6.4	8.0	1.6	19,935	176.4	12	11	11	15	62
	17:14	27.5	77	134	128	83	0	211	155	10.4	12.2	1.8	27,209	129.0	7	89	0	1	122
	Total	29.1	133	191	156	168	0	324	238	9.0	10.7	1.7	47,144	145.5	19	100	11	16	184

Parish	Age	Enrollment						Achievement				Attendance		Terminations				
		Sex		Race				Number Students Retested	Initial Test	Final Test	Grades Elevated	Total Hours Attended	Average Hours Attended	Drops	Recom- mended for GED	Comp. 4th Grade	Comp. 8th Grade	Issued Up-Grade Cert.
		Male	Female	White	Black	Other	Total											
8. Bossier	ABE	36.9	42	70	14	29	69	112	3.2	5.6	2.4	8,718	77.8	0	2	35	4	112
	17:14	23.6	648	682	946	339	45	1330	9.2	11.5	2.3	118,662	89.2	18	522	34	313	1,308
	Total	24.6	690	752	960	368	114	1442	8.7	11.0	2.3	127,380	88.3	18	524	69	317	1,420
9. Caddo	ABE	23.7	205	276	191	280	10	481	8.1	9.8	1.7	31,936	66.4	170	85	6	128	5
	17:14	23.8	803	926	1008	687	34	1729	9.2	10.9	1.7	121,336	70.2	578	573	16	291	184
	Total	23.8	1008	1202	1199	967	44	2210	8.9	10.6	1.7	153,272	69.4	748	658	22	419	189
10. Calcasieu	ABE	34.8	211	185	142	247	7	396	5.8	6.7	.9	38,443	97.1	214	11	28	35	108
	17:14	23.4	572	527	818	279	2	1099	9.6	11.0	1.4	55,369	50.4	458	293	6	200	0
	Total	26.4	783	712	960	526	9	1495	8.6	9.8	1.2	93,812	62.8	672	304	34	235	108
11. Caldwell	ABE	20.4	18	10	18	10	0	28	6.5	9.3	2.8	3,805	135.9	3	5	1	14	25
	17:14	20.3	20	29	43	3	3	49	11.4	12.8	1.4	4,528	92.4	0	31	0	0	18
	Total	20.3	38	39	61	13	3	77	9.8	11.6	1.8	8,333	108.2	3	36	1	14	43
12. Cameron	ABE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	17:14	22.8	33	59	92	0	0	92	10.0	11.2	1.2	1,665	18.1	42	34	0	0	3
	Total	22.8	33	59	92	0	0	92	10.0	11.2	1.2	1,665	18.1	42	34	0	0	3
13. Catahoula	ABE	23.5	19	29	32	16	0	48	8.9	11.4	2.5	3,516	73.3	15	10	1	2	10
	17:14	24.4	24	45	47	22	0	69	8.8	10.6	1.8	5,495	79.6	6	20	1	6	21
	Total	24.0	43	74	79	38	0	117	8.9	10.9	2.0	9,011	77.0	21	30	2	8	31
14. Claiborne	ABE	20.7	25	40	8	57	0	65	7.9	8.6	.7	11,245	173.0	36	5	1	6	12
	17:14	21.1	31	54	40	45	0	85	10.4	11.4	1.0	7,669	90.2	30	27	1	3	24
	Total	20.9	56	94	48	102	0	150	9.4	10.2	.8	18,914	126.1	66	32	2	9	36
15. Concordia	ABE	38.0	20	35	9	46	0	55	8.6	9.8	1.2	4,873	88.6	8	2	4	9	24
	17:14	21.2	97	133	164	66	0	230	9.5	11.1	1.6	26,393	114.8	56	69	4	31	37
	Total	24.5	117	168	173	112	0	285	9.3	10.8	1.5	31,266	109.7	64	71	8	40	61
16. DeSoto	ABE	58.2	14	44	0	58	0	58	5.2	5.8	.6	8,578	147.9	3	0	2	2	15
	17:14	22.6	191	192	240	140	3	383	8.1	11.0	2.9	66,774	174.4	53	128	5	144	25
	Total	27.3	205	236	240	198	3	441	7.7	10.3	2.6	75,352	170.9	56	128	7	146	40

		Enrollment							Achievement				Attendance		Terminations				
		Age	Sex		Race				Number Students Retested	Initial Test	Final Test	Grades Elevated	Total Hours Attended	Average Hours Attended	Drops	Recom- mended for GED	Comp. 4th Grade	Comp. 8th Grade	Issued Up-Grade Cert.
			Male	Female	White	Black	Other	Total											
Parish																			
17. E. Baton Rouge	ABE	24.1	1184	1296	779	1503	198	2480	701	6.5	9.8	3.3	96,818	39.0	553	36	45	249	208
	17:14	23.0	1022	1220	1610	596	36	2242	565	9.4	13.1	3.7	51,513	23.0	276	1028	9	35	283
	Total	23.6	2206	2516	2389	2099	234	4722	1266	7.8	11.3	3.5	148,331	31.4	829	1064	54	284	491
18. East Carroll	ABE	42.4	62	99	7	152	2	161	147	3.7	5.0	1.3	18,803	116.8	57	3	16	13	85
	17:14	24.7	42	37	39	39	1	79	78	9.2	12.0	2.8	9,220	116.7	10	34	1	18	32
	Total	36.6	104	136	46	191	3	240	225	5.6	7.4	1.8	28,023	116.8	67	37	17	31	117
19. E. Feliciana	ABE	29.3	57	10	28	38	1	67	67	5.8	7.6	1.8	5,505	82.2	10	3	8	20	0
	17:14	26.9	62	45	64	42	1	107	107	9.6	10.1	.5	10,543	98.5	36	9	0	3	0
	Total	27.8	119	55	92	80	2	174	174	8.1	9.1	1.0	16,048	92.2	46	12	8	23	0
20. Evangeline	ABE	21.4	110	155	182	83	0	265	265	6.7	7.3	.6	12,009	45.3	148	1	13	53	0
	17:14	22.9	77	132	180	29	0	209	209	10.6	11.3	.7	8,929	42.7	100	52	0	1	23
	Total	22.1	187	287	362	112	0	474	474	8.4	9.1	.7	20,938	44.2	248	53	13	54	23
21. Franklin	ABE	32.7	13	52	6	59	0	65	32	7.6	9.1	1.5	8,031	123.6	23	0	1	5	42
	17:14	21.6	81	100	126	55	0	181	167	8.8	9.9	1.1	37,171	205.4	25	36	2	22	14
	Total	24.5	94	152	132	114	0	246	199	8.6	9.8	1.2	45,202	183.8	48	36	3	27	56
22. Grant	ABE	25.3	39	22	35	26	0	61	45	7.8	8.5	.7	5,916	97.0	4	15	0	0	1
	17:14	24.2	28	65	93	0	0	93	86	9.6	11.0	1.4	8,494	91.3	8	17	0	9	4
	Total	24.6	67	87	128	26	0	154	131	9.0	10.2	1.2	14,410	93.6	12	32	0	9	5
23. Iberia	ABE	22.5	187	134	185	130	6	321	101	7.3	9.2	1.9	18,613	58.0	91	16	2	33	0
	17:14	23.0	128	141	220	48	1	269	141	10.8	12.6	1.8	19,819	73.7	51	90	0	0	10
	Total	22.7	315	275	405	178	7	590	242	9.3	11.2	1.9	38,432	65.1	142	106	2	33	10
24. Iberville	ABE	21.6	84	140	76	148	0	224	144	6.3	8.6	2.3	28,007	125.0	57	40	17	18	0
	17:14	22.6	75	97	135	37	0	172	113	10.5	12.0	1.5	16,487	95.9	41	77	1	4	3
	Total	22.0	159	237	211	185	0	396	257	8.2	10.1	1.9	44,494	112.4	98	117	18	22	3
25. Jackson	ABE	27.1	46	48	64	30	0	94	60	6.8	8.7	1.9	12,969	138.0	13	5	6	22	44
	17:14	26.7	29	46	57	18	0	75	66	9.6	11.5	1.9	10,165	135.5	2	32	0	0	52
	Total	26.9	75	94	121	48	0	169	126	8.3	10.2	1.9	23,134	136.9	15	37	6	22	96

Parish		Age	Enrollment						Achievement				Attendance		Terminations				
			Sex		Race				Number Students Retested	Initial Test	Final Test	Grades Elevated	Total Hours Attended	Average Hours Attended	Drops	Recom- mended for GED	Comp. 4th Grade	Comp. 8th Grade	Issued Up-Grade Cert.
			Male	Female	White	Black	Other	Total											
26. Jefferson	ABE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	17:14	24.1	3533	3486	3833	2027	1159	7019	5099	9.0	10.4	1.4	367,434	52.4	2260	2072	79	551	623
	Total	24.1	3533	3486	3833	2027	1159	7019	5099	9.0	10.4	1.4	367,434	52.4	2260	2072	79	551	623
27. Jefferson Davis	ABE	36.1	90	99	102	81	6	189	182	5.2	6.7	1.5	21,814	115.4	14	10	13	39	0
	17:14	24.0	64	82	110	34	2	146	138	10.4	11.8	1.4	15,698	107.5	10	61	1	0	2
	Total	30.8	154	181	212	115	8	335	320	7.5	8.9	1.4	37,512	112.0	24	71	14	39	2
28. Lafayette	ABE	25.3	729	551	528	691	61	1280	883	6.9	8.9	2.0	134,246	104.9	357	193	66	235	63
	17:14	22.0	307	330	512	110	15	637	559	9.2	10.7	1.5	49,679	78.0	55	393	0	0	85
	Total	24.2	1036	881	1040	801	76	1917	1442	7.8	9.6	1.8	183,925	96.0	412	586	66	235	148
29. Lafourche	ABE	24.6	121	195	253	41	22	316	316	7.2	8.3	1.1	30,439	96.3	126	14	9	84	55
	17:14	24.8	170	296	391	66	9	466	466	10.4	11.5	1.1	37,731	81.0	134	183	0	0	119
	Total	24.7	291	491	644	107	31	782	782	9.1	10.2	1.1	68,170	87.2	260	197	9	84	174
30. LaSalle	ABE	31.8	4	20	16	8	0	24	12	9.6	11.1	1.5	2,294	95.6	6	3	0	3	0
	17:14	25.0	58	88	142	3	1	146	85	9.4	11.9	2.5	5,945	40.7	45	42	1	5	28
	Total	26.0	62	108	158	11	1	170	97	9.5	11.9	2.4	8,239	48.5	51	45	1	8	28
31. Lincoln	ABE	31.3	26	31	17	39	1	57	52	7.1	9.6	2.5	8,121	142.5	5	18	5	7	3
	17:14	22.7	58	87	86	58	1	145	98	9.7	11.6	1.9	14,998	103.4	17	70	0	9	0
	Total	25.1	84	118	103	97	2	202	150	8.8	10.9	2.1	23,119	114.5	22	88	5	16	3
32. Livingston	ABE	21.9	235	208	392	43	8	443	423	6.9	7.9	1.0	42,809	96.6	188	35	20	53	63
	17:14	21.9	191	229	407	13	0	420	414	10.9	12.5	1.6	28,393	67.6	122	193	0	2	69
	Total	21.9	426	437	799	56	8	863	837	8.9	10.2	1.3	71,202	82.5	310	228	20	55	132
33. Madison	ABE	21.7	57	88	39	102	4	145	37	8.9	10.8	1.9	25,450	175.5	60	20	1	1	1
	17:14	20.8	53	45	40	58	0	98	46	8.7	9.5	.8	9,509	97.0	30	19	0	5	6
	Total	21.3	110	133	79	160	4	243	83	8.8	10.1	1.3	34,959	143.9	90	39	1	6	7
34. Morehouse	ABE	52.8	30	32	7	55	0	62	62	4.8	7.1	2.3	9,477	152.9	0	0	15	12	0
	17:14	22.8	147	217	169	195	0	364	261	7.4	10.0	2.6	31,465	86.5	0	61	31	120	0
	Total	27.1	177	249	176	250	0	426	323	7.0	9.5	2.5	40,942	96.1	0	61	46	132	0

Parish		Age	Enrollment						Achievement				Attendance		Terminations				
			Sex		Race				Number Students Retested	Initial Test	Final Test	Grades Elevated	Total Hours Attended	Average Hours Attended	Drops	Recom- mended for GED	Comp. 4th Grade	Comp. 8th Grade	Issued Up-Grade Cert.
			Male	Female	White	Black	Other	Total											
35. Natchitoches	ABE	28.6	159	213	158	212	2	372	355	8.1	9.6	1.5	39,099	105.1	47	38	20	77	368
	17:14	23.7	240	264	282	218	4	504	503	9.4	11.4	2.0	85,690	170.6	51	168	7	131	504
	Total	25.8	399	477	440	430	6	876	858	8.8	10.6	1.8	124,789	142.5	98	206	27	208	872
36. Orleans	ABE	28.1	482	523	336	469	200	1005	309	8.9	10.3	1.4	58,216	57.9	336	150	9	34	48
	17:14	27.6	1166	1511	283	1940	454	2677	1541	7.6	9.0	1.4	212,215	79.3	1329	317	117	218	0
	Total	27.8	1648	2034	619	2409	654	3682	1850	7.8	9.2	1.4	270,431	73.5	1665	467	126	252	48
37. Ouachita	ABE	21.6	308	236	271	255	18	544	532	7.1	7.8	.7	37,744	69.4	259	15	12	76	0
	17:14	22.2	291	327	516	102	0	618	616	10.7	12.0	1.3	39,168	63.4	169	268	0	0	0
	Total	21.9	599	563	787	357	18	1162	1148	9.0	10.0	1.0	76,912	66.2	428	283	12	76	0
38. Plaquemines	ABE	24.9	40	55	77	16	2	95	62	7.1	8.4	1.3	5,202	54.8	62	3	4	19	0
	17:14	26.4	76	128	144	55	5	204	160	10.4	12.5	2.1	14,292	70.1	55	118	0	2	6
	Total	25.9	116	183	221	71	7	299	222	9.4	11.3	1.9	19,494	65.2	117	121	4	21	6
39. Pointe Coupee	ABE	22.2	29	29	23	35	0	58	42	7.2	8.0	.8	5,324	91.8	23	0	0	7	0
	17:14	22.2	100	133	85	148	0	233	127	9.2	10.8	1.6	20,581	88.3	103	50	5	33	17
	Total	22.2	129	162	108	183	0	291	169	8.7	10.1	1.4	25,905	89.0	126	50	5	40	17
40. Rapides	ABE	23.0	222	218	213	217	10	440	440	7.6	9.3	1.7	49,032	111.4	146	94	12	66	0
	17:14	22.3	241	279	355	155	10	520	520	10.6	12.4	1.8	37,646	72.4	123	318	1	27	0
	Total	22.6	463	497	568	372	20	960	960	9.2	10.9	1.7	86,678	90.3	269	412	13	93	0
41. Red River	ABE	51.0	26	103	8	121	0	129	86	7.8	8.7	.9	15,032	116.5	1	2	4	3	20
	17:14	24.6	54	97	91	60	0	151	146	8.2	9.5	1.3	22,144	146.7	45	21	0	27	44
	Total	36.8	80	200	99	181	0	280	232	8.0	9.2	1.2	37,176	132.8	46	23	4	30	64
42. Richland	ABE	28.1	43	68	58	53	0	111	47	5.6	7.1	1.5	9,506	85.6	52	3	4	8	3
	17:14	23.0	38	78	66	49	1	116	59	10.1	11.7	1.6	10,863	93.7	22	53	0	10	39
	Total	25.5	81	146	124	102	1	227	106	8.1	9.7	1.6	20,369	89.7	74	56	4	18	42
43. Sabine	ABE	23.6	94	152	169	41	36	246	218	9.7	11.0	1.3	39,867	162.1	65	61	0	22	10
	17:14	23.7	124	119	157	71	15	243	195	9.1	10.0	.9	8,049	33.1	74	6	0	31	0
	Total	23.7	218	271	326	112	51	489	413	9.4	10.5	1.1	47,916	98.0	139	67	0	53	10

Parish		Age	Enrollment						Achievement				Attendance		Terminations				
			Sex		Race				Number Students Retested	Initial Test	Final Test	Grades Elevated	Total Hours Attended	Average Hours Attended	Drops	Recom- mended for GED	Comp. 4th Grade	Comp. 8th Grade	Issued Up-Grade Cert.
			Male	Female	White	Black	Other	Total											
44. St. Bernard	ABE	22.2	78	61	127	10	2	139	137	7.0	8.6	1.6	11,572	83.3	28	2	6	58	0
	17:14	23.7	280	324	572	14	18	604	597	10.0	11.0	1.0	29,853	49.4	140	211	3	44	0
	Total	23.4	358	385	699	24	20	743	734	9.4	10.5	1.1	41,425	55.8	168	213	9	102	0
45. St. Charles	ABE	21.3	37	44	44	37	0	81	70	5.9	7.9	2.0	16,370	202.1	19	0	11	22	8
	17:14	22.7	132	130	216	43	3	262	211	9.4	13.1	3.7	31,079	118.6	51	158	1	35	1
	Total	22.3	169	174	260	80	3	343	281	8.5	11.8	3.3	47,449	138.3	70	158	12	57	9
46. St. Helena	ABE	54.3	50	62	0	112	0	112	107	6.6	7.1	.5	18,642	166.5	11	0	2	1	0
	17:14	22.2	30	22	34	18	0	52	33	13.5	14.1	.5	3,064	58.9	7	35	0	0	0
	Total	44.1	80	84	34	130	0	164	140	8.2	8.7	.5	21,706	132.4	18	35	2	1	0
47. St. James	ABE	27.3	37	38	18	56	1	75	68	8.8	10.0	1.2	7,145	95.3	21	8	2	12	2
	17:14	24.4	56	67	38	85	0	123	110	9.4	10.4	1.0	14,878	121.0	25	27	0	4	65
	Total	25.9	93	105	56	141	1	198	178	9.1	10.2	1.1	22,023	111.2	46	35	2	16	67
48. St. John	ABE	22.7	74	88	65	94	3	162	110	7.3	9.9	2.6	18,247	112.6	53	37	2	13	15
	17:14	21.5	47	45	67	23	2	92	61	8.5	10.8	2.3	8,292	90.1	28	28	1	16	16
	Total	22.2	121	133	132	117	5	254	171	7.7	10.2	2.5	26,539	104.5	81	65	3	29	31
49. St. Landry	ABE	34.5	75	150	41	183	1	225	212	7.8	9.8	2.0	21,323	94.8	27	55	5	57	13
	17:14	22.1	367	460	532	293	2	827	766	9.1	10.2	1.1	177,125	214.2	235	205	3	90	90
	Total	24.8	442	610	573	476	3	1052	978	8.8	10.1	1.3	198,448	188.6	262	260	8	147	103
50. St. Martin	ABE	23.7	71	74	96	45	4	145	55	7.2	9.4	2.2	7,169	49.5	75	16	2	12	0
	17:14	21.2	102	104	137	65	4	206	154	9.8	11.6	1.8	28,700	139.3	51	105	2	14	0
	Total	22.3	173	178	233	110	8	351	209	9.1	11.0	1.9	35,869	102.2	126	121	4	26	0
51. St. Mary	ABE	22.4	198	233	243	164	24	431	323	7.1	8.8	1.7	73,146	169.7	50	39	9	89	37
	17:14	22.0	164	206	322	43	5	370	341	10.9	12.3	1.4	46,071	124.5	17	178	0	0	2
	Total	22.2	362	439	565	207	29	801	664	9.1	10.6	1.5	119,217	148.8	67	217	9	89	39
52. St. Tammany	ABE	24.8	425	355	566	200	14	780	470	7.4	8.0	.6	31,770	40.7	601	50	2	39	0
	17:14	22.4	419	513	833	89	10	932	869	11.0	11.6	.6	27,094	29.1	528	321	0	18	11
	Total	23.5	844	868	1399	289	24	1712	1339	9.7	10.3	.6	58,864	34.4	1129	371	2	57	11

Parish		Age	Enrollment						Achievement				Attendance		Terminations				
			Sex		Race				Number Students Retested	Initial Test	Final Test	Grades Elevated	Total Hours Attended	Average Hours Attended	Drops	Recom- mended for GED	Comp. 4th Grade	Comp. 8th Grade	Issued Up-Grade Cert.
			Male	Female	White	Black	Other	Total											
53. Tangipahoa	ABE	23.4	178	293	241	228	2	471	174	7.1	9.1	2.0	28,466	60.4	137	29	10	44	79
	17:14	23.5	121	236	319	36	2	357	216	11.4	13.4	2.0	13,402	37.5	55	182	0	0	98
	Total	23.5	299	529	560	264	4	828	390	9.5	11.5	2.0	41,868	50.6	192	211	10	44	177
54. Tensas	ABE	68.7	15	75	7	83	0	90	90	5.4	6.4	1.0	2,555	28.4	4	0	15	7	89
	17:14	28.7	84	99	55	128	0	183	183	8.9	9.9	1.0	9,262	50.6	33	38	1	20	57
	Total	41.9	99	174	62	211	0	273	273	7.8	8.8	1.0	11,817	43.3	37	38	16	27	146
55. Terrebonne	ABE	25.3	162	216	274	70	34	378	163	7.2	9.9	2.7	44,010	116.4	209	31	12	34	12
	17:14	24.1	248	378	491	117	18	626	370	10.4	12.4	2.0	51,604	82.4	267	247	0	27	178
	Total	24.5	410	594	765	187	52	1004	533	9.4	11.6	2.2	95,614	95.2	476	278	12	61	190
56. Union	ABE	21.2	39	28	41	26	0	67	67	7.0	7.4	.4	9,018	134.6	15	2	2	4	0
	17:14	20.8	21	46	51	16	0	67	67	10.3	11.5	1.2	8,047	120.1	9	12	0	0	2
	Total	21.0	60	74	92	42	0	134	134	8.7	9.5	.8	17,065	127.4	24	14	2	4	2
57. Vermilion	ABE	23.2	191	125	214	102	0	316	274	6.9	8.2	1.3	39,297	124.4	88	15	1	65	87
	17:14	23.5	203	208	317	94	0	411	342	10.3	11.6	1.3	43,769	106.5	82	131	0	4	61
	Total	23.4	394	333	531	196	0	727	616	8.8	10.1	1.3	83,066	114.3	170	146	1	69	148
58. Vernon	ABE	25.5	33	136	91	22	56	169	124	9.1	11.2	2.1	5,457	32.3	99	52	0	18	0
	17:14	23.9	297	452	504	156	89	749	722	8.5	10.5	2.0	56,264	75.1	253	182	14	262	196
	Total	24.2	330	588	595	178	145	918	846	8.6	10.6	2.0	61,721	67.2	352	234	14	280	196
59. Washington	ABE	22.8	58	63	66	55	0	121	39	6.6	8.2	1.6	15,607	129.0	6	1	5	8	22
	17:14	20.8	53	65	98	20	0	118	71	10.2	12.6	2.4	10,469	88.7	9	67	0	4	62
	Total	21.9	111	128	164	75	0	239	110	9.0	11.1	2.1	26,076	113.3	15	68	5	12	84
60. Webster	ABE	23.9	83	94	100	77	0	177	177	8.1	10.0	1.9	15,181	85.8	56	38	0	54	45
	17:14	22.5	61	111	108	64	0	172	172	9.8	10.9	1.1	18,100	105.2	75	58	0	21	2
	Total	23.2	144	205	208	141	0	349	349	8.9	10.4	1.5	33,281	95.4	131	96	0	75	47
61. W. Baton Rouge	ABE	23.0	81	20	35	65	1	101	38	6.7	9.0	2.3	11,412	113.0	48	9	4	13	3
	17:14	23.0	55	64	68	51	0	119	61	10.0	11.7	1.7	11,017	92.6	27	34	0	0	10
	Total	23.0	136	84	103	116	1	220	99	8.8	10.7	1.9	22,429	102.0	75	43	4	13	13

Parish		Enrollment							Achievement				Attendance		Terminations				
		Age	Sex		Race				Number Students Retested	Initial Test	Final Test	Grades Elevated	Total Hours Attended	Average Hours Attended	Drops	Recom- mended for GED	Comp. 4th Grade	Comp. 8th Grade	Issued Up-Grade Cert.
			Male	Female	White	Black	Other	Total											
62. W. Carroll	ABE	23.2	12	22	25	9	0	34	30	6.7	7.7	1.0	4,725	139.0	2	2	1	2	10
	17:14	23.9	23	43	56	10	0	66	52	10.2	11.4	1.2	6,334	96.0	8	26	0	4	19
	Total	23.6	35	65	81	19	0	100	82	8.9	10.1	1.2	11,059	110.6	10	28	1	6	29
63. W. Feliciana	ABE	30.9	6	11	8	9	0	17	17	7.4	8.3	.9	2,214	130.2	0	0	0	9	1
	17:14	25.0	24	23	37	9	1	47	37	9.8	11.4	1.6	4,005	85.2	15	13	0	0	0
	Total	26.6	30	34	45	18	1	64	54	9.0	10.4	1.4	6,219	97.2	15	13	0	9	1
64. Winn	ABE	20.5	55	66	56	65	0	121	121	7.1	9.4	2.3	20,605	170.3	25	20	5	49	0
	17:14	23.1	32	44	58	16	2	76	76	10.8	12.4	1.6	6,672	87.8	13	45	0	1	0
	Total	21.5	87	110	114	81	2	197	197	8.6	10.6	2.0	27,277	138.5	38	65	5	50	0
65. City Monroe	ABE	31.3	25	82	18	89	0	107	100	10.0	11.1	1.1	13,556	126.7	11	33	3	10	62
	17:14	23.3	59	53	13	99	0	112	75	9.3	11.2	1.9	11,417	101.9	14	38	0	41	53
	Total	27.2	84	135	31	188	0	219	175	9.7	11.2	1.5	24,973	114.0	25	71	3	51	115
66. City Bogalusa	ABE	25.7	22	30	42	10	0	52	3	10.0	13.0	3.0	1,550	29.8	29	3	0	0	0
	17:14	22.5	32	35	58	9	0	67	7	10.0	12.6	2.6	2,002	29.9	42	9	0	1	7
	Total	23.9	54	65	100	19	0	119	10	10.0	12.7	2.7	3,552	29.9	71	12	0	1	7
67. St. Mary- Terrebonne Lit. Project	ABE	35.2	31	17	42	3	3	48	0	0	0	0	960	20.0	0	0	0	0	0
	17:14 Total	* 35.2	* 31	* 17	* 42	* 3	* 3	* 48	* 0	* 0	* 0	* 0	* 960	* 20.0	* 0	* 0	* 0	* 0	* 0
68. Operation AACE	ABE	**																	
	17:14 Total	42.5 42.5	21 21	10 10	24 24	7 7	0 0	31 31	14 14	2.7 2.7	3.5 3.5	.8 .8	2,186 2,186	70.5 70.5	0 0	0 0	1 1	0 0	0 0
69. Project READ	ABE	37.3	17	7	15	9	0	24	0	0	0	0	743	31.0	2	0	0	0	0
	17:14 Total	* 37.3	* 17	* 7	* 15	* 9	* 0	* 24	* 0	* 0	* 0	* 0	* 743	* 31.0	* 2	* 0	* 0	* 0	* 0
70. Hope House	ABE	**																	
	17:14 Total	27.7 27.7	101 101	190 190	24 24	267 267	0 0	291 291	74 74	6.7 6.7	8.1 8.1	1.4 1.4	21,486 21,486	73.8 73.8	165 165	11 11	4 4	10 10	0 0

Parish		Age	Enrollment						Achievement				Attendance		Terminations				
			Sex		Race				Number Students Retested	Initial Test	Final Test	Grades Elev.	Total Hours Attended	Avg. Hrs. Att.	Drops	Recom- mended for GED	Comp. 4th Grade	Comp. 8th Grade	Issued Up-Grade Cert.
			Male	Female	White	Black	Other	Total											
71. St. Paul Learning Center	ABE	**																	
	17:14	24.8	92	73	34	129	2	165	161	6.6	7.9	1.3	9,287	56.3	74	18	14	20	0
	Total	24.8	92	73	34	129	2	165	161	6.6	7.9	1.3	9,287	56.3	74	18	14	20	0
72. Plantation Ed. Program Inc.	ABE	**																	
	17:14	33.5	44	121	70	93	2	165	118	4.8	6.4	1.6	7,394	44.8	63	20	8	19	90
	Total	33.5	44	121	70	93	2	165	118	4.8	6.4	1.6	7,394	44.8	63	20	8	19	90
73. Operation Upgrade	ABE	**																	
	17:14	33.3	207	179	107	161	118	386	55	2.7	3.7	1.0	10,853	28.1	283	0	6	1	80
	Total	33.3	207	179	107	161	118	386	55	2.7	3.7	1.0	10,853	28.1	283	0	6	1	80
74. Ambrose Hubbs	ABE	**																	
	17:14	74.0	16	75	1	90	0	91	49	3.4	5.3	1.9	1,920	21.1	3	0	22	1	0
	Total	74.0	16	75	1	90	0	91	49	3.4	5.3	1.9	1,920	21.1	3	0	22	1	0
75. Central City	ABE	**																	
	17:14	26.1	98	66	2	162	0	164	154	6.1	7.4	1.3	11,741	71.6	73	25	12	9	62
	Total	26.1	98	66	2	162	0	164	154	6.1	7.4	1.3	11,741	71.6	73	25	12	9	62
State	ABE	26.3	7,589	8,351	7,489	7,638	813	15,940	10,548	7.1	8.7	1.6	1,368,445	85.9	5,056	1,490	531	2,128	1,996
State	R.S. 17:14	24.1	15,392	18,129	20,546	10,867	2,108	33,521	25,634	9.3	10.9	1.6	2,450,415	73.1	9,923	10,691	489	3,148	5,020
Grand Total		24.8	22,981	26,480	28,035	18,505	2,921	49,461	36,182	8.6	10.2	1.6	3,818,860	77.2	14,979	12,181	1,020	5,276	7,016
*were not allocated R.S. 17:14 funds																			
**were not allocated ABE funds																			

English as a Second Language

1985-86

PARISH	NUMBER OF CLASSES	ENROLLMENT	NO. REC. GED
Bossier	11	112	7
Calcasieu	1	9	--
East Baton Rouge	18	185	--
Jefferson	13	938	--
Lafayette	3	112	--
Natchitoches	1	8	3
Orleans	12	495	--
Sabine	1	10	--
St. Mary	2	28	3
Terrebonne	1	10	--
Vernon	<u>2</u>	<u>67</u>	<u>--</u>
Totals	65	1,974	13

Adult Education in Parish Jails

1985-86

PARISH JAILS	NO. MONTHS OPERATED	CLASS HRS. PER WEEK	NO. OFF. SERVED	NO. REC. GED
Acadia	4	7	20	--
Beauregard	9	6	58	5
Bossier	9	6	71	13
Caddo	11	35	143	16
State Police Inmate Barracks Adult Education Program (E. Baton Rouge)	3	4	20	--
East Carroll	10	4	25	5
Grant	9	4	14	--
Iberville	12	6	28	--
Iberia	7	11	30	--
Jefferson	11	11	168	28
Lafayette	9	20	360	130
Lafourche Parish Detention Center	9	4	23	--
Livingston	9	3	14	2

APPENDIX D

Adult Education in Parish Jails (Continued)

1985-86

PARISH JAILS	NO. MONTHS OPERATED	CLASS HRS. PER WEEK	NO. OFF. SERVED	NO. REC. GED
Morehouse	9	15	26	--
Natchitoches	9	6	16	--
Ouachita Parish Correctional Center Parish Jail	9	6	165	27
	9	6	175	30
Plaquemines	9	6	5	5
Rapides	11	20	120	15
Red River	10	5	40	--
Sabine	12	4	48	--
Tensas	9	6	39	1
West Baton Rouge	12	6	52	3
City of Monroe	9	4	25	11
Totals			1,685	291

Services to Other Special Needs Groups

1985-86

PARISH	AGENCY	TOTAL NO. ENROLLEES SERVED
Calcasieu	Nursing Home	49
	Vocational Rehabilitation Center	138
	Harbour House, ETC	3
Catahoula	Project Read	24
DeSoto	Extended Outreach	15
	Mansfield Housing Authority	19
East Baton Rouge	Baton Rouge Catholic Deaf Center	485
	Greenwell Springs Rehabilitation Center	207
	St. Paul	244
	Teen Parent Center	60
	Operation Upgrade	386
East Carroll	Expanded Literacy Outreach	91
East Feliciana	East Louisiana Hospital	73
	Forensic Unit	31
Evangeline	Operation AACE	31
Franklin	Council on Aging	11
Iberia	Plantation Education Program, Inc.	165
Jefferson Davis	Nursing Home	38
	Reach and Teach	20
Lafayette	Halfway House	36

Services to Other Special Needs Groups (Continued)

1985-86

PARISH	AGENCY	TOTAL NO. ENROLLEES SERVED
Madison	Christian Acres Juvenile Detention Center	30
	Literacy Outreach	26
Morehouse	Council on Aging-Reach and Teach	36
Natchitoches	Homebound	34
	Housing Authority	16
	Literacy Outreach	54
	Mental Health	8
	Nursing Homes	24
	Reach and Teach	24
	Senior Citizens	150
	Visually Impaired	3
74 Orleans	Adult Continuing Education Program	91
	Carrollton Community Center Home for the Aged	14
	Central City	10
	Central City	164
	Charity Hospital	13
	Community Service Center	29
	Florida Desire	23
	Gertie Keiffer	22
	Gordon Plaza Senior Citizen Center	10
	Hope House	291
	Louisiana Rehabilitation Institute	66
	New Orleans Catholic Deaf Center	83
	New Orleans Police Academy	60
	St. Bernard Housing Project	66
	St. Elizabeth	11
	St. Michael Special School	24
	School for the Deaf	69
	Southern Baptist Hospital	30
	Total Community Action	11
	Treme Senior Citizen Center	20

Services to Other Special Needs Groups (Continued)

1985-86

PARISH	AGENCY	TOTAL NO. ENROLLEES SERVED
Red River	Housing Authority	60
	Literacy Outreach	59
Richland	Nursing Home	12
St. Landry	Senior Citizens	13
	Reach and Teach	64
St. Mary	Operation Reach-Out	48
St. Tammany	Southeast Louisiana Hospital	271
Tangipahoa	Hammond State School	18
	Reynolds Institute	26
Tensas	Literacy Outreach	90
Terrebonne	Bureau of Indian Affairs	37
	Totals	4,336

Other Cooperating Agencies

State Level

Bureau of Volunteer Coordination
 Chamber of Commerce
 Churches and Ministers
 City and Parish Governments
 Civil Defense
 Committee on Action Programs
 Job Training Partnership Act (JTPA)
 Council for the Development of French in Louisiana (CODOFIL)
 Division of Employment Security
 Division of Human Services
 Family Planning Services
 Head Start
 Louisiana Educational Television Authority
 Louisiana Indian Affairs Commission
 Louisiana Public Broadcasting
 Louisiana State Employment Office
 Louisiana State Library
 Neighborhood Youth Corps
 Office of Public Welfare
 Operation Mainstream
 Operation Upgrade
 Private Industry and Labor Unions
 State, Federal, and Private Agencies
 State Institutions

Other Cooperating Agencies (Continued)

Trade and Industrial Schools

Veterans Administration

VISTA

Vocational Rehabilitation

Local Level

Business and Industry

City and Parish Libraries

City Public Works Department

Civic and Community Groups

Church Groups and Pastors

Community Action Program (CAP)

Council on Aging

Department of Public Welfare

Division of Employment Security

Head Start Program

Housing Authority

Labor Unions

Louisiana State Division of Hospitals

Louisiana State Employment Services

Neighborhood Youth Corps (NYC)

Office of Economic Opportunity (OEO)

Operation Mainstream

Operation Upgrade

Opportunities Industrialization Center (OIC)

Parish Police Jury

Volunteer Instructors Teaching Adults

ADULT EDUCATION

Learning Centers/Mini-Centers
Reading Labs
Vo-Tech Adult Education Centers
1985-1986

Acadia Parish*** (3 RL) (2 LC)

Mr. Dean Daigle, Supervisor
Adult Education
Acadia Parish School Board
P.O. Drawer 309
Crowley, Louisiana 70527-0309
(318) 783-3664

Allen Parish***

Mr. Webster A. Duncan, Supervisor
Adult Education
Allen Parish School Board
P.O. Drawer C
Oberlin, Louisiana 70655
(318) 639-4311

Ascension Parish*** (East Bank)

Mr. Roy Stern*** (West Bank)
Director (2 LC) (2 RL)
Adult Education
Ascension Parish School Board
P.O. Box 189
Donaldsonville, Louisiana 70346
(504) 644-2865

Avoyelles Parish*** (2 LC)

Mr. Jerry Guillory (2 RL)
Supervisor
Adult Education
Avoyelles Parish School Board
203 Tunica Drive, West
Marksville, Louisiana 71351
(318) 253-5982

Beauregard Parish***

Dr. Gary Brewer
Assistant Superintendent
Beauregard Parish School Board
P.O. Drawer 152
DeRidder, Louisiana 70634
(318) 462-2707, 463-5551

Bienville Parish***

Mrs. Selma K. Weaver, Supervisor
Adult Education
Bienville Parish School Board
P.O. Box 418
Arcadia, Louisiana 71001
(318) 263-2562

Bossier Parish*** (2 RL)

Mr. Clay Brock, Director
Adult Education
Bossier Parish School Board
P.O. Box 218
Benton, Louisiana 71006
(318) 965-2227

Caddo Parish****

Dr. James W. Stockard, Jr.
Supervisor
Adult Education
Caddo Parish School Board
2010 North Market Street
Shreveport, Louisiana 71107
(318) 636-0210

Calcasieu Parish**** (3 RL)

Mr. Bernard Lane (2 LC)
Supervisor
Calcasieu Parish School Board
1724 Kirkman Street
Lake Charles, Louisiana 70601
(318) 491-1781

Claiborne Parish+

Mr. Dump Hatter, Supervisor
Adult Education
Claiborne Parish School Board
Post Office Box 600
Homer, Louisiana 71040
(318) 927-3502, 927-3503

*Full-time Day Classes Only

**Reading Labs Only

***Adult Learning Centers with Reading Labs

+Vo-Tech Adult Education Daytime Center with Reading Labs

Concordia Parish+

Mr. Charles Chauvin, Superintendent
Concordia Parish School Board
P.O. Box 950
Vidalia, Louisiana 71373
(318) 336-4226

DeSoto Parish***

Mr. Arthur J. Williams, Jr.
Supervisor
DeSoto Parish School Board
P.O. Box 631
Mansfield, Louisiana 71052
(318) 872-2836

East Baton Rouge Parish*** (6 RL)

Dr. Carl Spears, Director (3 LC)
Adult Education
Valley Park Continuing Education Ctr.
2928 College Drive
Baton Rouge, Louisiana 70808
(504) 925-1247

Mr. Frank Marcello, Specialist
Rosenwald Continuing Education Ctr.
2611 Dayton Street
Baton Rouge, Louisiana 70805
(504) 355-8678

Dr. Ted Schilling, Supervisor
Baker High School
3200 Groom Road
Baker, Louisiana 70714
(504) 775-8159

(2 mini-centers: Scotlandville,
Greenwell Springs Hospital)

East Carroll Parish***

Mrs. Martha Christon
Assistant Superintendent
East Carroll Parish School Board
P.O. Box 592
Lake Providence, Louisiana 71254-0792
(318) 559-2222

East Feliciana Parish**

Mr. Quincy Hargis, Supervisor
Adult Education
East Feliciana Parish Schools
P.O. Box 397
Clinton, Louisiana 70722
(504) 683-8277

Franklin Parish+

Mr. Woodrow Bell, Supervisor
Adult Education
Franklin Parish School Board
P.O. Box 349
Winnsboro, Louisiana 71295
(318) 435-4490, 435-9711

Iberia Parish (PEPI)*

Sister Alice Macmurdo
Plantation Education Program, Inc.
808 Jefferson Terrace - Apt. 25D
New Iberia, Louisiana 70560
(318) 364-8716

Iberville Parish***

Mr. Thomas T. Gullatt, Supervisor
Adult Education
Iberville Parish School Board
P.O. Box 151
Plaquemine, Louisiana 70764-0151
(504) 687-4341

Jackson Parish*

Mrs. Clarice M. Brown, Supervisor
Adult Education
421 Third Street
Jonesboro, Louisiana 71251
(318) 259-8125

Jefferson Parish**** (West Bank)

Mr. James Ellis **** (East Bank)
Director (2 LC) (2 RL)
Adult Education
Jefferson Parish School Board
815 Huey P. Long Avenue
Gretna, Louisiana 70053
(504) 362-4778

Lafayette Parish**** (2 RL) (2 LC)

Mr. Robert Arceneaux, Supervisor
Lafayette Vocational-Technical
and Adult Educational Center
18th Street
Lafayette, Louisiana 70501
(318) 232-3849

Lafourche Parish+

Mr. Nollie J. Arcement, Supervisor
Adult Education
Lafourche Parish
Post Office Box 879
Thibodaux, Louisiana 70301
(504) 446-5631

Lincoln Parish***

Mr. David Wright, Supervisor
Adult Education
Lincoln Parish School Board
300 South Farmerville Street
Ruston, Louisiana 71270
(318) 255-1430

Livingston Parish***

Mr. Rogers Pope, Asst. Supt.
Livingston Parish School Board
Adult Education
P.O. Box 128
Livingston, Louisiana 70754
(504) 686-7044

Madison Parish+

Mr. Donald Frazier, Supervisor
Adult Education
Madison Parish School Board
P.O. Box 1620
Tallulah, Louisiana 71282
(318) 574-3616

Morehouse Parish***

Ms. Barbara Mansfield, Supervisor
Adult Education
Morehouse Parish School Board
P.O. Box 872
Bastrop, Louisiana 71220
(318) 281-9962

Natchitoches Parish****

Mrs. Mildred Johnson, Director
Adult Education
Natchitoches Parish School Board
P.O. Box 16
Natchitoches, Louisiana 71457
(318) 357-0110

Orleans Parish*** (3 RL) (2 LC)*

Mr. Charles Kilbert, Supervisor
Adult Education
Orleans Parish School Board
1815 St. Claude Avenue
New Orleans, Louisiana 70116
(504) 943-1120

Ouachita Parish***

Mr. Loy Hedgepeth, Director
Adult Education
Northeast Louisiana Learning Ctr.
501 South Grand Annex
Monroe, Louisiana 71201
(318) 325-7857

Plaquemines Parish +

Mr. David Marsh, Supervisor
Delta McBride SPED Center
Post Office Box 160
Port Sulphur, Louisiana 70083
(504) 564-2681

Pointe Coupee Parish+

Mr. Robert Loupe, Supervisor
Adult Education
Pointe Coupee Parish School Board
P.O. Drawer 579
New Roads, Louisiana 70760
(504) 638-8674

Rapides Parish***

Mr. Walter Gatlin, Supervisor
Rapides Parish Skill Center
P.O. Box 1230
Alexandria, Louisiana 71301
(318) 487-0883

Red River Parish***

Mrs. Lula Thomas, Supervisor
Adult Education
Red River Parish School Board
P.O. Box 350
Coushatta, Louisiana 71019
(318) 932-4031

Richland Parish**

Mr. Isam M. Berry, Supervisor
Adult Education
Richland Parish School Board
P.O. Box 599
Rayville, Louisiana 71269
(318) 728 -4573

* Orleans Parish Adult Learning Center and Hope House, Inc.

Sabine Parish***

Mrs. JoAnne Matley, Supervisor
Adult Education
Sabine Parish School Board
P.O. Box 1152
Many, Louisiana 71449
(318) 256-5663 (School)

St. Bernard Parish*** (2 RL)

Mr. Sidney Bellard, Supervisor
Adult Education
Chalmette High School
1100 E. Judge Perez Drive
Chalmette, Louisiana 70043
(504) 277-6123

St. Charles Parish*** (West Bank)

Mr. Leo Babin *** (East Bank)
Supervisor (4 LC) (2 RL)
Adult and Community Education
St. Charles Parish School Board
P.O. Box 46
Luling, Louisiana 70070
(504) 785-6289

St. John Parish+

Mr. Cleveland Farlough
Assistant Superintendent
Administration and Personnel
St. John Parish School Board
P.O. Drawer AL
Reserve, Louisiana 70084
(504) 536-1106

St. Landry Parish**** (2 RL)

Mr. Andrew Dartez, Supervisor
Adult Education
St. Landry Parish School Board
P.O. Box 310
Opelousas, Louisiana 70570
(318) 948-3657

St. Martin Parish***

Mr. Aaron Flegeance, Supervisor
Adult Education
St. Martin Parish School Board
P.O. Box 859
St. Martinville, Louisiana 70582
(318) 394-6261

St. Mary Parish*** (3 RL) (2 LC)

Mr. Francis Colletta, Supervisor
Adult Education
St. Mary Parish School Board
P.O. Drawer 580
Franklin, Louisiana 70538
(318) 836-9661

St. Tammany Parish**** (3 RL)

Dr. Courtney A. Cheri (3 LC)
Supervisor
St. Tammany Parish School Board
Adult Education
P.O. Box 940
Covington, Louisiana 70433
(504) 892-2276

Tangipahoa Parish*

Mr. Jim Faust, Supervisor
Adult Education
407 West Hanson Avenue
Hammond, Louisiana 70401
(504) 345-0081

Tensas Parish***

Ms. Doris Pollard, Supervisor
Adult and Community Education
Tensas Parish School Board
P.O. Box 318
St. Joseph, Louisiana 71366
(318) 766-3269

Terrebonne Parish*** (3 RL)

Mr. Daniel Landry, Supervisor
Adult Education
Terrebonne Parish School Board
P.O. Box 5097
Houma, Louisiana 70361
(504) 876-7400
(2 Mini-Centers)

Union Parish+

Mr. Malvin Sistrunk, Supervisor
Adult Education
Union Parish School Board
P.O. Box 308
Farmerville, Louisiana 71241
(318) 368-3311

Vermilion Parish+

Mr. Charles Campbell, Director
Federal Programs
Vermilion Parish School Board
P.O. Box 520
Abbeville, Louisiana 70510
(318) 893-3974

Vernon Parish****

Mr. Ted Cabra, Supervisor
Adult Education
Vernon Parish School Board
201 Belview Road
Leesville, Louisiana 71446
(318) 537-4091

Washington Parish***

Mr. Fred Jackson, Supervisor
Adult Education
Washington Parish School Board
P.O. Box 587
Franklinton, Louisiana 70438
(504) 839-3436

Webster Parish***

Mr. Everette Doerge, Asst. Supt.
Webster Parish School Board
P.O. Box 520
Minden, Louisiana 71055
(318) 377-7052

West Baton Rouge Parish+

Mr. Alston Bynum, Supervisor
Adult and Community Education
West Baton Rouge Parish School Board
670 Rosedale Street
Port Allen, Louisiana 70767
(504) 343-8309

Winn Parish***

Mrs. Winnie L. Bennett, Supervisor
Adult Education
Winn Parish School Board
P.O. Box 430
Winnfield, Louisiana 71483
(318) 628-6936

Monroe City Schools**

Ms. Margaret Feazel, Supervisor
Adult Education
Monroe City Schools
P.O. Box 4180
Monroe, Louisiana 71211-4180
(318) 325-0601

Learning Centers - 48 (33 parishes)
Reading Labs - 65 (39 parishes)
Mini-Centers - 4 (2 parishes)
Vo-Tech Centers - 26 (25 parishes)

Learning Centers

1985-86

PARISH	TOTAL ENROLLMENT	NO. RECOMMENDED FOR GED	NO. COMPLETED 8TH GRADE
Acadia	830	177	150
Ascension	708	226	65
Avoyelles	493	227	65
Beauregard	543	111	45
Rienville	324	100	16
Rossier	1,442	524	317
Caddo	2,210	658	419
Calcasieu	1,495	304	235
Desoto	441	128	146
East Baton Rouge	4,722	1,064	284
East Carroll	240	37	31
Iberia (PEPI)*	165	20	19
Jackson	169	37	22
Jefferson	7,019	2,072	551
Lafayette	1,917	586	235

*Plantation Education Program, Inc.

APPENDIX G

Learning Centers (Continued)

1985-86

PARISH	TOTAL ENROLLMENT	NO. RECOMMENDED FOR GED	NO. COMPLETED 8TH GRADE
Livingston	863	228	55
Morehouse	426	61	132
Natchitoches	876	206	208
New Orleans Hope House, Inc.	291	11	10
Orleans	3,682	467	252
Ouachita	1,162	283	76
Rapides	960	412	93
St. Bernard	743	213	102
St. Charles	343	158	57
St. Landry	1,052	260	147
St. Mary	801	217	89
St. Tammany	1,712	371	57
Tangipahoa	828	211	44
Tensas	273	38	27

APPENDIX G

Learning Centers (Continued)

1985-86

PARISH	TOTAL ENROLLMENT	NO. RECOMMENDED FOR GED	NO. COMPLETED 8TH GRADE
Terrebonne	1,004	278	61
Vernon	918	234	280
Washington	239	68	12
Webster	349	96	75
Winn	<u>197</u>	<u>65</u>	<u>50</u>
Totals	39,437	10,148	4,427

85

Adult Education Classes in Cooperation with Vo-Tech Schools -- 1985-86

PARISH	SCHOOL	ENROLLMENT	NO. REC. FOR GED	NO. COMPL. 8TH GRADE
Allen	Oakdale Branch Vo-Tech School	225	43	16
Caddo	Shreveport-Bossier Vo-Tech Institute	1,450	361	1,089
Calcasieu	Sowela Technical Institute	217	27	139
Claiborne	Claiborne Vo-Tech School	82	--	4
Concordia	Concordia Parish Trade School	99	24	13
Franklin	Northeast Louisiana Vo-Tech School	63	15	6
Iberville	Westside Vo-Tech School	69	20	28
Jefferson	Jefferson Parish Vo-Tech School	549	289	50
Jefferson	West Jefferson Parish Vo-Tech School	283	82	--
Lafayette	Lafayette Regional Institute	349	132	46
Lafourche	Thibodaux Area Vo-Tech School	125	41	11
Lincoln	Ruston Branch Vo-Tech School	124	72	--

Adult Education Classes in Cooperation with Vo-Tech Schools -- 1985-86 (Continued)

PARISH	SCHOOL	ENROLLMENT	NO. REC. FOR GED	NO. COMPL. 8TH GRADE
Madison	Tallulah Branch Vo-Tech School	125	31	--
Natchitoches	Natchitoches-Central Area Vo-Tech School	75	7	61
Pointe Coupee	Memorial Area Vocational School	159	25	28
Plaquemine	Port Sulphur Branch Voc-Tech School	17	3	--
Red River	Coushatta Vo-Tech School	77	17	36
Sabine	Sabine Valley Vo-Tech School	157	46	16
St. John	River Parishes Vo-Tech School	72	24	11
St. Landry	T.H. Harris Vo-Tech School	240	43	20
St. Martin	The Evangeline Area Tri-Parish Vo-Tech School	90	30	13
St. Tammany	Slidell Vo-Tech School	387	78	24
Union	North Central Area Vo-Tech School	134	14	4
Vermilion	Gulf Area Vo-Tech School	386	51	67
Vernon	West Louisiana Vo-Tech School	479	102	216
West Baton Rouge	Portside Vo-Tech School	<u>87</u>	<u>26</u>	<u>9</u>
Totals		6,120	1,603	1,912

APPENDIX H

**PLAN AND REQUEST FOR
AN ALLOCATION OF FUNDS
ACT 274
DE 507 (REV. 01-82)**

**STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
DIVISION OF ACADEMIC PROGRAMS
BUREAU OF ADULT AND COMMUNITY EDUCATION
BATON ROUGE, LOUISIANA**

Submit in Triplicate To:
State Director of Adult
and Community Education
State Department of Education
Baton Rouge, Louisiana

Request is hereby made for an allocation of funds for a program of adult education in _____ parish (city)
school system to be operated in conformity with the State Plan as approved by the State Board of Elementary and Secondary
Education, under State Act 274 of 1975.

	NO. PERSONNEL	HRS. PER WEEK PER PERSON	NO WEEKS PER PERSON	RATE OF PAY	ANNUAL SALARY PER PERSON	YEARS COST
1. Teacher's Salaries Full Time						\$
2. Teacher's Salaries Part Time						\$
3. Paraprofessional Salaries						\$
4. Paraprofessional Salaries						\$
5. Employer's Contribution to Retirement (Indicate Yearly Amount) _____ x _____ %						\$
6. Employer's Contribution to Social Security (Indicate Yearly Amount) _____ x _____ %						\$
*7. Teacher Travel	NO. PERSONNEL	DESTINATION	PURPOSE OF TRAVEL			
*8. In Service Education	NO. WORKSHOPS	HRS. PER WORKSHOP	NO. PERSONNEL	RATE OF PAY	LOCATION AND TYPE OF TRAINING	
						\$
EST. AMOUNT AND TYPE(S)						
*9. Teaching Materials, Supplies						
*In accordance with teachers rate of pay as approved by the State Board of Elementary and Secondary Education in the State Plan.						
Instructional Costs					SUB-TOTAL	
	# PERSONNEL	% OF AE TIME	# MONTHS EMPLOYED	AMOUNT PAID PER MONTH	ANNUAL SALARY PER PERSON	YEARS COST
Full Time						\$
10. Supervisors' Salaries						\$
Part Time						\$
11. Supervisors' Salaries						\$
Full Time						\$
12. Clerical Salaries						\$
Part Time						\$
13. Clerical Salaries						\$
*14. Supervisors' Travel	NO. PERSONNEL	DESTINATION	PURPOSE OF TRAVEL			
15. Employer's Contribution to Retirement (Indicate Yearly Amount) _____ x _____ %						\$
16. Employer's Contribution to Social Security (Indicate Yearly Amount) _____ x _____ %						\$
*17. Utilities	Types of Facilities	No. of Rooms	Rate Per Room Per Month		No. of Months	\$
						\$
*18. Janitorial Services	Types of Facilities	No. of Rooms	Rate Per Room Per Month		No. of Months	\$
						\$
Materials, Equipment, Supplies	Estimated Amount and Type (s)					
*19. (Indicate Yearly Amount, If Any)						
*20. Rental of Building and Rental of Equipment	Type of Building or Equipment	Rate	Location			
21. Other (Specify)						
Administrative Costs					SUB-TOTAL	
					\$	
					TOTAL	

DATE SIGNATURE OF PARISH OR CITY SUPERINTENDENT

*Attach additional explanation, if necessary State Office Approval

AMOUNT APPROVED STATE DIRECTOR OF ADULT AND COMMUNITY EDUCATION DATE

ASSISTANT SUPERINTENDENT FOR ACADEMIC PROGRAMS

ASSOCIATE SUPERINTENDENT FOR ADMINISTRATION

**PLAN AND REQUEST FOR
AN ALLOCATION OF FUNDS
ABE
DE 520 (R 10-78)**

**STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
DIVISION OF ACADEMIC PROGRAMS
BUREAU OF ADULT AND COMMUNITY EDUCATION
BATON ROUGE, LOUISIANA**

Submit in Triplicate To:
State Director of Adult
and Community Education
State Department of Education
Baton Rouge, Louisiana

Request is hereby made for an allocation of funds for a program of adult basic education in _____ parish (city) school system to be operated in conformity with State Plan as approved by the State Board of Elementary and Secondary Education, under the Adult Education Act of 1966.

	NO. PERSONNEL	HRS. PER WEEK PER PERSON	NO. WEEKS PER PERSON	RATE OF PAY	ANNUAL SALARY PER PERSON	YEARS COST
1. Teacher's Salaries Full Time						\$
2. Teacher's Salaries Part Time						\$
3. Paraprofessional Salaries						\$
4. Paraprofessional Salaries						\$
5. Employer's Contribution to Retirement (Indicate Yearly Amount) _____ x _____ %						\$
6. Employer's Contribution to Social Security (Indicate Yearly Amount) _____ x _____ %						\$
*7. Teacher Travel	NO. PERSONNEL	DESTINATION	PURPOSE OF TRAVEL			
*8. In Service Education	NO. WORKSHOPS	HRS. PER WORKSHOP	NO. PERSONNEL	RATE OF PAY	LOCATION AND TYPE OF TRAINING	
						\$
EST. AMOUNT AND TYPE(S)						
*9. Teaching Materials, Supplies						\$
In accordance with teachers rate of pay as approved by the State Board of Elementary and Secondary Education in the State Plan.						
Instructional Costs					SUB-TOTAL	\$
	% PERSONNEL	% OF AE TIME	% MONTHS EMPLOYED	AMOUNT PAID PER MONTH	ANNUAL SALARY PER PERSON	YEARS COST
10. Supervisors' Salaries						\$
11. Supervisors' Salaries						\$
12. Clerical Salaries						\$
13. Clerical Salaries						\$
*14. Supervisors' Travel	NO. PERSONNEL	DESTINATION	PURPOSE OF TRAVEL			
15. Employer's Contribution to Retirement (Indicate Yearly Amount) _____ x _____ %						\$
16. Employer's Contribution to Social Security (Indicate Yearly Amount) _____ x _____ %						\$
*17. Utilities	Types of Facilities	No. of Rooms	Rate Per Room Per Month	No. of Months		\$
*18. Janitorial Services	Types of Facilities	No. of Rooms	Rate Per Room Per Month	No. of Months		\$
Materials, Equipment, Supplies	Estimated Amount and Type (s)					\$
*19. (Indicate Yearly Amount, If Any)						\$
*20. Rental of Building and Rental of Equipment	Type of Building or Equipment	Rate	Location			
21. Other (Specify)	Indirect Cost _____ x _____ %					
Administrative Costs					SUB-TOTAL	\$
					TOTAL	
DATE	SIGNATURE OF PARISH OR CITY SUPERINTENDENT					
*Attach additional explanation, if necessary						State Office Approval
AMOUNT APPROVED	STATE DIRECTOR OF ADULT AND COMMUNITY EDUCATION					DATE
ASSISTANT SUPERINTENDENT FOR ACADEMIC PROGRAMS					ASSOCIATE SUPERINTENDENT FOR ADMINISTRATION	

LITERACY OUTREACH PROGRAMS
AND CONTACT PERSON
1985-1986

Catahoula Parish

Project Read
Mr. Casey Weeks, Director
P.O. Box 308
Jonesville, Louisiana 71343
Phone: (318) 339-7997

School Systems:

- Catahoula
- Concordia
- LaSalle

DeSoto Parish

Extended Literacy Outreach
Mr. A.J. Williams, Jr., Supervisor
P.O. Box 975
Mansfield, Louisiana 71052
Phone: (318) 872-1198

East Carroll Parish

Expanded Rural Literacy
Outreach Program
Mrs. Martha B. Christon
Assistant Superintendent
East Carroll Parish School Board
P.O. Box 792
Lake Providence, Louisiana 71254
Phone: (318) 559-2222

East Feliciana Parish

Adult Education in State Hospitals
Mr. Quincy Hargis, Supervisor
P.O. Box 397
Clinton, Louisiana 70722
Phone: (504) 683-8293

Jefferson Davis Parish

A Proposal to Identify and
Locate Hard-to-Reach Adults
Eligible for the Louisiana
Adult Basic Education Program
Mr. W.F. Whitford, Supervisor
Adult and Community Education
Jefferson Davis Parish School
Board
P.O. Box 640
Jennings, Louisiana 70546
Phone: (318) 824-1834

Madison Parish

Literacy Outreach
Mr. Donald Frazier, Supervisor
Madison Parish School Board
P.O. Box 1620
Tallulah, Louisiana 71282
Phone: (318) 574-3616

Red River Parish

Literacy Outreach
Mrs. Lula Thomas, Supervisor
P.O. Box 350
Coushatta, Louisiana 71019
Phone: (318) 932-4081

St. Mary Parish

Operation Reach-Out
St. Mary and Terrebonne
Parishes
Mr. Russell J. Pierce
Literacy Coordinator
of Instruction
St. Mary Parish School Board
P.O. Drawer 580
Franklin, Louisiana 70538
Phone: (318) 836-9661
(504) 851-1550

LITERACY OUTREACH PROGRAMS
AND CONTACT PERSON
1985-1986
(Continued)

Tensas Parish

Literacy Outreach
Ms. Doris Pollard, Supervisor
P.O. Box 318
St. Joseph, Louisiana 71366
Phone: (318) 766-3269

* Plantation Education
Program, Inc.

Sister Alice MacMurdo
Director
Plantation Education
Program, Inc.
808 Jefferson Terrace,
Apt. 25D
New Iberia, Louisiana 70560
Phone: (318) 364-8716

School Systems:

- Iberia
- St. Mary
- St. Martin

* Baton Rouge Catholic
Deaf Center

Sister Shirley Bodisch
Director
Baton Rouge Catholic
Deaf Center
2585 Brightside Drive
Baton Rouge, Louisiana 70808
Phone: (504) 766-9320
766-9523

* Public Assistance.

Central City Adult Education
Program

Dr. Olympia E. Boucree
Director
Central City Adult Education
Program
2226 Philip Street
New Orleans, Louisiana 70113
Phone: (504) 899-7214
895-9173

Adult Continuing Education

Ms. Jackquelyn Johnson, Director
Continuing Re-Education
2107 South Claiborne Avenue
New Orleans, Louisiana 70125
Phone: (504) 528-9333

Gertie Keiffer Memorial
Adult Education Program

Ms. Sheryl T. Hayes, Director
Gertie Keiffer Memorial
Adult Education Program
4123 Woodland Drive
New Orleans, Louisiana 70114
Phone: (504) 568-6537

* Hope House

Sister Lillian Flavin
Director
Hope House
916 St. Andrew Street
New Orleans, Louisiana 70130
Phone: (504) 525-2561

LITERACY OUTREACH PROGRAMS
AND CONTACT PERSON
1985-1986
(Continued)

* New Orleans Catholic
Deaf Center

Ms. Heidi Reed, Director
New Orleans Catholic
Deaf Center
721 St. Ferdinand Street
New Orleans, Louisiana 70117
Phone: (504) 949-4413

Operation AAE - A Literacy
Project For Allen, Avoyelles,
and Evangeline Parishes

Mr. William L. Hoffpauir
Literacy Coordinator
Evangeline Parish Media Center
607 Evangeline Drive
Ville Platte, Louisiana 70586
Phone: (318) 363-5501

School Systems:

- Allen
- Avoyelles
- Evangeline

* Public Assistance.

* Operation Upgrade
of Baton Rouge

Ms. Hattie Dotson-Handy
Director
Operation Upgrade
of Baton Rouge
2928 College Drive
Baton Rouge, Louisiana 70808
Phone: (504) 926-3189
923-1814

Reach and Teach Program

Mr. Earl T. Taylor, Director
Reach and Teach Program
Southern University
P.O. Box 9397
Baton Rouge, Louisiana 70813
Phone: (504) 771-5763

School Systems:

- Jefferson Davis
- St. Landry
- Natchitoches
- Morehouse

* St. Paul Adult Learning Center

Sister Kathleen Bahlinger
Director
St. Paul Adult Learning Center
3940 Gus Young Avenue
Baton Rouge, Louisiana 70802
Phone: (504) 383-7627
344-4884 (Home)

**MONTHLY REPORT
AND REQUEST FOR
REIMBURSEMENT
R.S. 17:14 & ABE**

**STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
OFFICE OF ACADEMIC PROGRAMS
ADULT AND COMMUNITY EDUCATION BUREAU
BATON ROUGE, LOUISIANA**

Submit Five Copies To:
State Director of Adult
and Community Education
by 5th of Month
Following Expenditure

DE 506 (REV. 01-86)

PARISH OR CITY SCHOOL BOARD		DATE		MONTH OF	
A. INSTRUCTIONAL COSTS				Amount Paid ABE	Amount Paid 17:14
1. Amount Paid Teacher And Other Instructional Personnel (Total of Col. 18 & 19 Transferred From Back of this Sheet)					
2. Employer's Contribution To Retirement _____ x _____ %					
3. Employer's Contribution To Social Security _____ x _____ %					
4. Teacher Travel (When Required)					
5. In-Service Education					
6. Supplies, Books & Materials - Instructional Only (Invoices and Other Verification of Expenditure Must Be Attached)					
B. ADMINISTRATIVE COSTS					
7. Name of Supervisor, Guidance Personnel, Etc.		Travel	Salary		
8. Name of Clerical Personnel					
9. Employer's Contribution To Retirement _____ x _____ %					
10. Employer's Contribution To Social Security _____ x _____ %					
11. Utilities					
12. Janitorial Services (Verification To Be Kept In Parish Files)					
13. Equipment (Invoices And Other Verification Of Expenditure Must Be Attached)					
14. Supplies, Books & Materials (Invoices And Other Verification Of Expenditure Must Be Attached)					
15. Rental Of Buildings & Equipment					
16. Other (Specify)					
TOTAL					
Total ABE Allocation		Total Expenditures Through This Report		ABE Balance	
Total R.S. 17:14 Allocation		Total Expenditures Through This Report		R.S. 17:14 Balance	

This certifies that the above named school board paid out the above amount for Adult Education during the month shown above. Reimbursement is hereby requested.

NOTARY PUBLIC

SIGNATURE OF SUPERINTENDENT

For State Use Only

Amount Approved ABE	Check No.	Amount Approved 17:14	Check No.	Date	State Director of Adult Education
---------------------	-----------	-----------------------	-----------	------	-----------------------------------

ASST. Supt., Div. of Finance

124

ASST. Supt., Div. of Community Services

[illegible]

LOCAL PROGRAM EVALUATION OF ADULT EDUCATION*

PARISH _____ DATE _____

I. PROGRAM DATA (Compute as of this date unless otherwise specified.)

Total Expenditures _____ Total Student Hours _____

Overall average cost per student hour of instruction _____
(Expenditures divided by student hours)Average cost per student _____
(Expenditures divided by number of students enrolled)

Cumulative Enrollment _____ Current Enrollment _____

Projected Cumulative Enrollment for Fiscal Year _____

1. Recruiting:

- a. Utilize teachers? Yes _____ No _____
- b. Utilize aides? Yes _____ No _____
- c. Utilize other? Yes _____ No _____
- d. Check or list cooperative agencies:

_____ JTPA

_____ Social Security

_____ Family Services/Welfare

_____ Institutions of Higher Learning/Community Colleges, etc.

_____ Hospital and Mental Health Units

_____ Vocational-Technical Schools

_____ Program for the Elderly

_____ Indian Affairs

_____ Local government - parish and/or municipal

_____ Anti-poverty programs

_____ Corrections

_____ Special Categories Programs:

_____ Rehabilitation, Veterans, Drivers Safety,

_____ Immigrant, Homebound, Indo-Chinese

_____ Other: _____

*Fill all blank spaces. This information is necessary to justify your program operation, provide information to Louisiana Legislators, the State Board of Elementary and Secondary Education, the general public, and the United States Department of Education.

*All questions should be answered relevant to the current operating year.

- e. Business and Industry? Yes _____ No _____
If yes, list them: _____

- f. News Media? Yes _____ No _____

TV _____ Radio _____ Newspaper _____ Billboard _____

Other (List them): _____

- g. Civic clubs and organizations? Yes _____ No _____
If yes, list them: _____

- h. House to house recruiting? Yes _____ No _____

- i. Telephone recruiting? Yes _____ No _____

- j. Churches? Yes _____ No _____

2. Please describe briefly the activities involved in the planning, implementation and/or development of cooperative efforts with local agencies as indicated above.

II. AUDIT REQUIREMENTS

1. Administrators, Directors, Supervisors or Coordinators

- a. If the administrator, director, supervisor or coordinator at the local level is being paid any part of his regular salary from adult education funds, is there a written agreement on file in the local school board office stating the total salary and percentage of time spent supervising adult education classes stated in agreement?

Yes _____ No _____ N/A _____

- b. If paid in addition to regular salary, what is the basis for payment and are additional hours worked documented? _____

2. Clerical

- a. Is justification for clerical salaries in the form of an agreement as stated under administrators, directors, supervisors, coordinators in Section I above?

Yes _____ No _____

- b. If paid in addition to regular salary, what is the basis for payment and are additional hours worked documented? _____

3. Pre-service and In-service Education and Recruitment

- a. Is justification for paying teachers to attend pre-service and in-service workshops in the form of a letter from superintendent/supervisor requesting their attendance at such meetings, stating the rate of pay on file in office in LEA?

*Yes _____ No _____ N/A _____

*If yes, DE-506 and/or 508 may be used to justify expenditure.

- b. Is justification for funds used for recruitment in the form of an agreement between the LEA and persons doing recruiting on file in office of LEA?

Yes _____ No _____ N/A _____

4. Supplies, Materials, and Equipment

- a. Are all supply, material, and equipment purchases with an item cost factor of \$100 or more accompanied with invoice backup when reported to State Director of Adult Education?

Yes _____ No _____ N/A _____

b. Is DE-518 on file in the state or local office?

Yes _____ No _____ N/A _____

5. Are current inventories maintained and filed on all materials and supplies? (Use purchase order in purchasing all teaching materials and supplies.)

Yes _____ No _____ N/A _____

6. Utilities

Is justification in form of estimates of cost per classroom on file in office of LEA?

Yes _____ No _____ N/A _____

7. Rental

Is there a written agreement between LEA and the owner, stating the agreed length of time item/or building is to be rented, and price?

Yes _____ No _____ N/A _____

8. Travel

Is justification for travel expenses kept at local level?

Yes _____ No _____ N/A _____

9. Janitorial Services

Is justification and pay scale for janitorial services filed in office of LEA?

Yes _____ No _____ N/A _____

10. Is indirect cost utilized in program?

Yes _____ No _____ N/A _____

III. INSTRUCTIONAL PERSONNEL (Unduplicated count)

1. ABE Teachers (0-8.9) *Full-time _____ Part-time _____ Total _____

R.S. 17:14 Teachers (9.0-13.0) *Full-time _____ Part-time _____ Total _____

Combination ABE-R.S. 17:14 Teachers *Full-time _____ Part-time _____ Total _____

*How many hours per week _____ Grand Total _____
Contracted _____ Hourly _____

*Full-time personnel only.

2. Number of certified teachers** _____
 Number of teachers certified in adult education:
 Full-time _____ Part-time _____
3. ABE Paraprofessionals *Full-time _____ Part-time _____ Total _____
 R.S. 17:14 Paraprofessionals *Full-time _____ Part-time _____ Total _____
 Combination ABE-R.S. 17:14 *Full-time _____ Part-time _____ Total _____
 Paraprofessionals
 Grand Total _____
- *How many hours per week _____
 Contracted _____ Hourly _____
4. Number of retired teachers: Full-time _____ Part-time _____ Total _____
5. Number of instructional personnel who attended adult education institutes or completed adult education courses at the college/university level: _____
6. Number of instructional personnel who attended adult education conferences or meetings: _____ (LAPCAE Convention, etc.)
7. Number of instructional personnel who attended local adult education workshops: _____
8. Number of instructional personnel who belong to professional Adult Education Associations: LAPCAE _____ AAACE _____
9. Number of instructional personnel who are practicing individualized instruction: _____
10. Number of instructional personnel using individualized program (prescription) sheets: _____ (Please attach sample copies.)
11. Number of instructional personnel using diagnostic profile sheets: _____
12. Number of teachers retained from previous year: _____
 Number discontinued: _____
13. Do you have five-year permanent records on file? Yes _____ No _____
 Comments: _____

*Full-time personnel only.

**All teachers must be certified according to the State Plan.

14. How do you evaluate your teachers and/or paraprofessionals?

- a. On-site visitation _____ d. Individual conferences _____
- b. Instruments _____ e. Other _____
- c. Is documentation on file? Yes _____ No _____

IV. ADMINISTRATORS

1. Please give below the following information for all adult education administrative personnel: Name; title; whether full-time or part-time; salary per month from adult education funds; and number of months paid. List all administrators, directors, supervisors, and coordinators, even when not paid from adult education funds.

Name	Title	Full-time	Part-time	Salary (Monthly)	No. of Months
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

2. Classes are visited: daily _____ once a week _____ none _____ other _____
- By: Director _____ Supervisor _____ Coordinator _____
3. Did your administrator(s), director(s), supervisor(s), coordinator(s) attend the State Supervisor's Meeting for Adult Education?
- Yes _____ No _____ How Many? _____
4. Did your administrator(s) and staff conduct local workshops?
- Yes _____ No _____ How Many? _____

V. ALL OTHER NON-INSTRUCTIONAL PERSONNEL EMPLOYED PART-TIME OR FULL-TIME AND PAID OUT OF ADULT EDUCATION FUNDS.

Number counselors Full-time _____ Part-time _____ Total _____

Number janitors (not included in indirect cost) Full-time _____ Part-time _____ Total _____

Number of other non-instructional personnel Full-time _____ Part-time _____ Total _____

VI. LOCATION OF CLASSES

- | | |
|-----------------------------|--------|
| 1. Number of classes in: | Number |
| a. Elementary/Junior School | _____ |
| b. Secondary School | _____ |
| c. Vocational School | _____ |
| d. Learning Center | _____ |
| e. Correctional Institute | _____ |
| f. Hospital | _____ |
| g. Work Site | _____ |
| h. Homes or Homebased | _____ |
| i. Other (Specify) | _____ |
| | _____ |

Expense:

- | | | |
|----------------|--------------------|--|
| a. Rent: | Yes _____ No _____ | Amount per week/month (annually) _____ |
| b. Utilities: | Yes _____ No _____ | Amount per week/month (annually) _____ |
| c. Janitorial: | Yes _____ No _____ | Amount per week/month (annually) _____ |
2. Are any of these facilities in unfavorable condition or in an unfavorable location?
- Yes _____ No _____ If yes, explain: _____

- | | | | | | |
|---------------------------------------|--------|------------|------------|-------|------------------|
| 3. Types of Facilities: | Number | Hours /Day | Days /Week | Total | Number of Months |
| a. Mini-center w/reading labs | _____ | _____ | _____ | _____ | _____ |
| b. Mini-centers w/out labs | _____ | _____ | _____ | _____ | _____ |
| c. Learning centers with reading labs | _____ | _____ | _____ | _____ | _____ |
| d. Learning centers w/out labs | _____ | _____ | _____ | _____ | _____ |

	Number of Classes	Hours /Day	Days /Week	Total	Number of Months
e. Churches	_____	_____	_____	_____	_____
f. Hospitals	_____	_____	_____	_____	_____
g. Jails	_____	_____	_____	_____	_____
h. Other (List)	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
i. Regular public school buildings	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

VII. BREAKDOWN OF CLASSES

1. ABE (0-8.9) Full-time _____ Part-time _____
2. Secondary Classes, R.S. 17:14 (9.0-13.0) Full-time _____ Part-time _____
3. Combination ABE-R.S. 17:14 Classes Full-time _____ Part-time _____
- Total _____
4. Do you have a waiting list? Yes _____ No _____ If so, how many on list? _____
5. Number of classes closed because of lack of funds? ABE _____ R.S. 17:14 _____
- Combination ABE-R.S. 17:14 _____
6. Number of students involved? ABE _____ R.S. 17:14 _____
- Combination ABE-R.S. 17:14 _____ Total _____

VIII. ADDITIONAL INFORMATION

Did you participate in Adult and Community Education Week? Yes _____ No _____

If yes, what activities were implemented? _____

Do you hold graduation exercises? Yes _____ No _____ If yes, when? _____

Do you use volunteers in your program? Yes _____ No _____ How many? _____

IX. LOCAL PROGRAM OBJECTIVES

Rate your local program objectives:

Excellent _____ Good _____ Average _____ Poor _____

Attach a brief list of program objectives for the current year.

X. CLASS VISITATION BY STATE SUPERVISOR

Do you have class visitation by state supervisor(s)? Yes _____ No _____

A. Name of teacher _____

1. Number students enrolled in class _____ Those present today _____

Number completed their goal _____ Number graduated G.E.D. _____

2. Average age: Young _____ Middle-aged _____ Elderly _____

3. Number of illiterates enrolled in class _____

4. Number of functional illiterates enrolled in class _____

5. Motivating practices are:

Excellent _____ Good _____ Average _____ Poor _____

B. Name of teacher _____

1. Number of students enrolled in class _____ Those present today _____

Number completed their goal _____ Number graduated G.E.D. _____

2. Average age: Young _____ Middle-aged _____ Elderly _____

3. Number of illiterates enrolled in class _____

4. Number of functional illiterates enrolled in class _____

5. Motivating practices are:

Excellent _____ Good _____ Average _____ Poor _____

C. Name of teacher _____

1. Number of students enrolled in class _____ Those present today _____

Number completed their goal _____ Number graduated G.E.D. _____

2. Average age: Young _____ Middle-aged _____ Elderly _____

3. Number of illiterates enrolled in class _____
4. Number of functional illiterates enrolled in class _____
5. Motivating practices are:
 Excellent _____ Good _____ Average _____ Poor _____

D. Recommendations or comments, if any, may be made below:

TECHNICAL ASSISTANCE

SUBMIT TWO COPIES TO
PARISH (CITY) OFFICE NO
LATER THAN THE FIRST OF
EACH MONTH

PARISH	SCHOOL	MONTH
NAME OF TEACHER	ADDRESS	HOURS SCHEDULED FROM P.M. TO P.M.

INSTRUCTIONS TO TEACHER

1. Enter number of hours present in appropriate square
2. Denote absence by leaving blank.
3. Denote drop out (discontinuation) by "D" next to last date of attendance LIST REASONS ON REVERSE SIDE
4. Denote transferee by "T" next to last date of attendance and name of teacher of class to which student was transferred.
5. Denote by "E" on date of entry, students whose entrance in the present fiscal year is during the month covered by this report.
6. Denote high school graduates by "G" next to the last date of attendance.
7. Grade level is determined by standardized achievement test
8. FILL IN ALL INFORMATION REQUIRED AT TOP AND BOTTOM OF REPORT

DATE OF MONTH	GRADE LEVEL	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	STU. HRS. ATD.
NAME OF STUDENTS																											
1																											
2																											
3																											
4																											
5																											
6																											
7																											
8																											
9																											
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15																											
16																											
17																											
18																											
19																											
20																											

NUMBER OF STUDENTS ENTERING DURING THIS MONTH BY GRADE LEVEL				TOTAL STUDENT HOURS			
NO. R.S. 17:14 STUDENTS IN ATTENDANCE LAST MONTH	LEVEL (0-4)	LEVEL (5-8)	LEVEL (9-12)	TOTAL NEW	NO. DISCONTINUED IN R.S. 17:14 THIS MONTH	NO. R.S. 17:14 STUDENTS IN ATTENDANCE THIS MONTH	
Number of Students Discontinued During This Month Due To ENTER NUMBER IN APPROPRIATE COL. D, B, C.		COMPLETING HIGH SCHOOL FOR EMPLOYMENT a. 9.0 OR ABOVE		b. _____		c. _____ List Reasons on Reverse Side	
Average Attendance— (DIVIDE TOTAL STUDENT HOURS BY TOTAL TEACHING HOURS FOR MONTH)				SIGNATURE OF TEACHERS		TEACHING HOURS	RATE OF PAY
NO. STUDENTS TRANSFERRED TO ANOTHER CLASS				107			
NO. STUDENTS TRANSFERRED FROM ANOTHER CLASS				TOTAL TEACHING HOURS AND SALARY		XXX	
NO. STUDENTS ON WAITING LIST							

The Louisiana Department of Education provides this example as Technical Assistance. P.L. 9L91-230 Sec. 306(b)(6) requires fiscal control & funds accounting procedures for payments to LEAs; however, the use of this form is not mandated.

REASONS FOR SEPARATION (Give the number of separations)

	Progs.	No.		Progs.	No.
1. To take a job (Unemployed when entered program)	ABE		8. Because of child care problems	ABE	
	17:14			17:14	
2. To take a better job (Employed when entered program)	ABE		9. Because of family problems	ABE	
	17:14			17:14	
3. To enter another training program	ABE		10. Because of time class/program is scheduled	ABE	
	17:14			17:14	
4. Met personal objective	ABE		11. For other known reasons (Specify)	ABE	
	17:14			17:14	
5. For lack of interest	ABE		12. For unknown reasons	ABE	
	17:14			17:14	
6. Because of health problems	ABE		13. Total	ABE	
	17:14				
7. Because of transportation	ABE			17:14	
	17:14				

STATE ADULT EDUCATION PROGRAM IMPACT DATA

PERSONS WHO-	Progs.	No.	PERSONS WHO-	Progs.	No.
1. Are enrolled in an urban Adult Basic and Secondary Education Program (Community pop. over 100,000)	ABE		13. Enrolled in other education/training program (Employee development, community college, junior college, four-year college, business or technical institute, correspondence or other Federal or State programs.)	ABE	
	17:14			17:14	
2. Are enrolled in a rural Adult Basic and Secondary Education Program (Community pop. under 2,500)	ABE				
	17:14				
3. Are on waiting list to enter program	ABE		14. Are enrolled in program who are employed	ABE	
	17:14			17:14	
4. Completed eighth grade (9.0 or above)	ABE		15. Are enrolled in program who are unemployed	ABE	
	17:14			17:14	
5. Enrolled in Adult Secondary Education after completing Adult Basic Education	ABE		16. Are enrolled in program who are receiving public assistance.	ABE	
	17:14			17:14	
6. Recommended for the General Educational Development test	ABE		17. Were removed from the public assistance rolls in program	ABE	
	17:14			17:14	
7. Passed the GED	ABE		18. Obtained jobs as a result of experience gained in program	ABE	
	17:14			17:14	
8. Registered to vote for the first time	ABE		19. Changed to or were upgraded to a better job as a result of experience in program	ABE	
	17:14			17:14	
9. Received U. S. citizenship	ABE		20. Enrolled in Adult Education Programs established for local Manpower Programs	ABE	
	17:14			17:14	
10. Received driver's license	ABE		21. Are enrolled in Adult Secondary Education Programs established for institutionalized persons	ABE	
	17:14			17:14	
11. Received training in completing income tax forms	ABE		22. Are enrolled in programs for persons of limited English-speaking ability	ABE	
	17:14			17:14	
12. Are enrolled in Adult Education Programs established for senior citizens	ABE		23. Learned to read or write for the first time	ABE	
	17:14			17:14	

TECHNICAL ASSISTANCE

TEACHER'S MONTHLY
PAYROLL REPORT TO
PARISH SUPERINTENDENT
ABE
DE 508-B (R 9-79)

SUBMIT TWO COPIES TO
PARISH (CITY) OFFICE NO
LATER THAN FIRST OF
EACH MONTH.

PARISH	SCHOOL	MONTH
NAME OF TEACHER	ADDRESS	HOURS SCHEDULED FROM P M TO P M

INSTRUCTIONS TO TEACHER

1. Enter number of hours present in appropriate square
2. Denote absence by leaving blank
3. Denote drop out (discontinuation) by "D" next to last date of attendance LIST REASONS ON REVERSE SIDE
4. Denote transferee by "T" next to last date of attendance and name of teacher of class to which student was transferred
5. Denote by "E" on date of entry, students whose entrance in the present fiscal year is during the month covered by this report.
6. Denote high school graduates by "G" next to the last date of attendance.
7. Grade level is determined by standardized achievement test.
8. FILL IN ALL INFORMATION REQUIRED AT TOP AND BOTTOM OF REPORT

DATE OF MONTH	GRADE LEVEL	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	STU HRS ATD
NAME OF STUDENTS																											
1																											
2																											
3																											
4																											
5																											
6																											
7																											
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9																											
10																											
11																											
12																											
13																											
14																											
15																											
16																											
17																											
18																											

NUMBER OF STUDENTS ENTERING DURING THIS MONTH BY GRADE LEVEL TOTAL STUDENT HOURS

NO. ABE STUDENTS IN ATTENDANCE LAST MONTH	LEVEL (0-4)	LEVEL (5-8)	LEVEL (9-12)	TOTAL NEW	NO. DISCONTINUED IN ABE THIS MONTH	NO. ABE STUDENTS IN ATTENDANCE THIS MONTH
---	-------------	-------------	--------------	-----------	---------------------------------------	---

Number of Students Discontinued During This Month Due To: ENTER NUMBER IN APPROPRIATE COL. a b c	COMPLETING EIGHTH GRADE 9.0 OR ABOVE a	FOR EMPLOYMENT b	FOR OTHER REASONS c List Reasons on Reverse Side	TOTAL DISCONTINUATION
---	--	---------------------	--	-----------------------

Average Attendance— (DIVIDE TOTAL STUDENT HOURS BY TOTAL TEACHING HOURS FOR MONTH)	SIGNATURE OF TEACHERS	TEACHING HOURS	RATE OF PAY	SALARY
NO. STUDENTS TRANSFERRED TO ANOTHER CLASS				
NO. STUDENTS TRANSFERRED FROM ANOTHER CLASS				
NO. STUDENTS ON WAITING LIST	TOTAL TEACHING HOURS AND SALARY		XXX	

The Louisiana Department of Education provides this example as **Technical Assistance**. P.L. 9L91-230 Sec. 306(b)(6) requires fiscal control & funds accounting procedures for payments to LEAs; however, the use of this form is **not mandated**.

REASONS FOR SEPARATION (Give the number of separations)

	Progs.	No.		Progs.	No.
1. To take a job (Unemployed when entered program)	ABE		8. Because of child care problems	ABE	
	17:14			17:14	
2. To take a better job (Employed when entered program)	ABE		9. Because of family problems	ABE	
	17:14			17:14	
3. To enter another training program	ABE		10. Because of time class/program is scheduled	ABE	
	17:14			17:14	
4. Met personal objective	ABE		11. For other known reasons (Specify)	ABE	
	17:14			17:14	
5. For lack of interest	ABE		12. For unknown reasons	ABE	
	17:14			17:14	
6. Because of health problems	ABE		13. Total	ABE	
	17:14				
7. Because of transportation	ABE			17:14	
	17:14				

STATE ADULT EDUCATION PROGRAM IMPACT DATA

PERSONS WHO-	Progs.	No.	PERSONS WHO-	Progs.	No.
1. Are enrolled in an urban Adult Basic and Secondary Education Program (Community pop. over 100,000)	ABE		13. Enrolled in other education/training program (Employee development, community college, junior college, four-year college, business or technical institute, correspondence or other Federal or State programs.)	ABE	
	17:14			17:14	
2. Are enrolled in a rural Adult Basic and Secondary Education Program (Community pop. under 2,500)	ABE				
	17:14				
3. Are on waiting list to enter program	ABE		14. Are enrolled in program who are employed	ABE	
	17:14			17:14	
4. Completed eighth grade (9.0 or above)	ABE		15. Are enrolled in program who are unemployed	ABE	
	17:14			17:14	
5. Enrolled in Adult Secondary Education after completing Adult Basic Education	ABE		16. Are enrolled in program who are receiving public assistance.	ABE	
	17:14			17:14	
6. Recommended for the General Educational Development test	ABE		17. Were removed from the public assistance rolls in program	ABE	
	17:14			17:14	
7. Passed the GED	ABE		18. Obtained jobs as a result of experience gained in program	ABE	
	17:14			17:14	
8. Registered to vote for the first time	ABE		19. Changed to or were upgraded to a better job as a result of experience in program	ABE	
	17:14			17:14	
9. Received U. S. citizenship	ABE		20. Enrolled in Adult Education Programs established for local Manpower Programs	ABE	
	17:14			17:14	
10. Received driver's license	ABE		21. Are enrolled in Adult Secondary Education Programs established for institutionalized persons	ABE	
	17:14			17:14	
11. Received training in completing income tax forms	ABE		22. Are enrolled in programs for persons of limited English-speaking ability	ABE	
	17:14			17:14	
12. Are enrolled in Adult Education Programs established for senior citizens	ABE		23. Learned to read or write for the first time	ABE	
	17:14			17:14	



APPENDIX N

THOMAS G. CLAUSEN
Superintendent of Education

P.O. BOX 94064
Baton Rouge, LA 70804-9064
1-800-272-9872

December 10, 1985

TO: All Adult and Community Education Supervisors

FROM: Glenn Gossett, Director *Glenn Gossett*
Bureau of Adult and Community Education

SUBJECT: Statewide Conference

A statewide meeting of Adult and Community Education supervisors will be held at the Prince Murat Inn in Baton Rouge on Thursday, January 9 and Friday, January 10, 1986. This meeting will be of utmost importance. I hope that you will mark your calendar now and plan to attend both days of the conference. -

The main purpose of the meeting is to address continuing fiscal problems and possible solutions. State Representative Jimmy Long will be the featured speaker on Thursday morning. Registration will be held from 8:00 a.m. to 9:00 a.m. A \$15 fee will be charged which includes a Cajun cookout to be held on Thursday evening at the hotel.

Please fill out the attached form and return it as soon as possible so that appropriate plans may be made.

Again, I urge your to make every effort to attend this important meeting. Thank you for your cooperation.

GG:jf

Attachment

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BUREAU OF ADULT AND COMMUNITY EDUCATION

DEPARTMENT OF EDUCATION
Baton Rouge, Louisiana

_____ I will attend the statewide meeting of adult and community
education supervisors on January 9 and 10, 1986 in Baton Rouge

_____ I will be unable to attend the statewide meeting of adult and
community education supervisors.

_____ I would like for you to make reservations for me at the Prince
Murat Inn starting the night of _____
Date

_____ I will make my own reservations.

Please reply immediately by returning this form to:

Glenn Gossett, Director
Bureau of Adult and Community Education
Post Office Box 94064
Baton Rouge, Louisiana 70804-9406

NAME _____

PARISH _____

STATE SUPERVISOR'S MEETING
ADULT EDUCATION
January 9-10, 1986

PARISH	NAME
Acadia	Dean Daigle
Allen	Webster A. Duncan, Jr.
Ascension	
Assumption	
Avoyelles	Terry Lemoine
Beauregard	Gary Brewer
Bienville	Selma K. Weaver
Bossier	Howard R. French
Caddo	
Calcasieu	
Caldwell	
Cameron	
Catahoula	Sylvester Jenkins
Claiborne	Dump E. Hatter
Concordia	
DeSoto	A. J. Williams, Jr.
East Baton Rouge	Carl D. Spears-Ted Schilling-Frank Marcello-George Varino
East Carroll	Martha B. Christon
East Feliciana	
Evangeline	Millard Deshotels, Jr.
Franklin	Woodrow Bell
Grant	James Thomas, Jr.
Iberia	
Iberville	

STATE SUPERVISOR'S MEETING
ADULT EDUCATION
January 9-10, 1986

PARISH	NAME
Jackson	Clarice M. Brown
Jefferson	James W. Ellis and Kayna Guillot
Jefferson Davis	W. F. Whitford
Lafayette	Robert Arceneaux
Lafourche	Nollie Arcement
LaSalle	Robert Coleman
Lincoln	
Livingston	Rodgers Pope
Madison	Donald Frazier
Morehouse	Barbara Mansfield
Natchitoches	
Ouachita	
Orleans	Charles J. Kilbert
Plaquemines	David Marsh
Pointe Coupee	Robert Loupe
Rapides	David Phillips
Red River	Lula Thomas
Richland	Isam M. Berry
Sabine	Joanne Malley
St. Bernard	Sidney Bellard
St. Charles	Leo Babin
St. Helena	Irene B. Williams
St. James	Willis Octave
St. John	

STATE SUPERVISOR'S MEETING
ADULT EDUCATION
January 9-10, 1986

PARISH	NAME
St. Landry	Andrew A. Dartez
St. Martin	Aaron Flegeance
St. Mary	Francis Colletta and Russell Pierce
St. Tammany	Courtney Cheri
Tangipahoa	Jim Faust
Tensas	Doris Pollard
Terrebonne	Daniel Landry
Union	
Vermilion	
Vernon	Ted Cabra
Washington	Fred Jackson
Webster	Everett Doerge
West Baton Rouge	Alston Dylum
West Carroll	
West Feliciana	
Winn	Winnie L. Bennett
City of Monroe	Margaret Feazell
City of Bogalusa	
OTHERS	NAME
Operation Upgrade, EBR	Hattie Dotson-Handy
VITA	Donna Groth
STATE AGENCY	NAME
Department of Ed.	Marie A. Meno-Julie Works-Suellen Marcotte- Joy Cazes

ADULT EDUCATION ADVISORY COUNCIL

NAME	ADDRESS/TELEPHONE	SPONSOR	AFFILIATION	RATIFIED BY BOARD
Arceneaux, Robert	Lafayette Parish School Board P.O. Drawer 2158 Lafayette, LA 70501 (318) 236-6800	Bertrand	Supervisor, Adult Education	9/23/82
Berard, Stanley P.	P.O. Box 46 Luling, 70070 (504) 387-6289	Pellegrin	Supt. St. Charles Parish School Board	2/28/85
Cheri, Courtney, Dr.	St. Tammany Parish School Board P.O. Box 940 Covington, LA 70433 (504) 892-2276	Landry	Director, Adult Education, St. Tammany	8/26/82
Duell, Paul	2924 Juban Avenue Baton Rouge, 70805 (504) 357-1900 h	Bankston		9/22/85
Kilbert, Charles J.	1815 St. Claude Ave. New Orleans 70117 (504) 943-1120	Johnson	Supervisor, Adult & Community Education Orleans Parish	8/22/85
Schilling, Ted, Dr.	Adult Learning Center c/o Baker High School 3200 Groom Road Baker 70714 (504) 775-8159	Fourrier	Supervisor, Adult	7/22/76

ADULT EDUCATION ADVISORY COUNCIL

NAME	ADDRESS/TELEPHONE	SPONSOR	AFFILIATION	RATIFIED BY BOARD
Simon, Julia G., Mrs.	204 Plano Shreveport 71103 (318) 222-5419	Harrison		6/28/84
Stockard, James W., Dr.	Caddo Parish School Board P.O. Box 37000 Shreveport 71130-2000 (318) 636-0210	Hamel	Director of Elementary and Adult Education Caddo Parish	8/25/83
Upshaw, Martha. Dr.	Northeast La. University 700 University Avenue Monroe 71209	Snellings	Director of Continuing Education Northeast La. University	12/16/82
Walker, Betty Utley	609 Vocational Parkway West Monroe 71291 (318) 396-7431	Henry	Supervisor, Delta- Ouachita Vo-Tech	5/23/85

PARTICIPATORY PLANNING TASK FORCE

Robert Arceneaux
Adult Education Center
18th Street
Lafayette, Louisiana 70501

Theresa Alexander
Evangeline Vo-Tech School
Post Office Box 68
St. Martinville, Louisiana 70582

Gary Aspiazu
2304 Kansas Avenue
Kenner, Louisiana 70062

Leo Babin
Post Office Box 46
Luling, Louisiana 70070

Hydria Baptiste
Louisiana Association of
Community Action Agencies
7360 Tom Drive
Baton Rouge, Louisiana 70806

Alfred Bell, Director
Westside Vocational Technical School
Post Office Box 733
Plaquemine, Louisiana 70764-0733

Ann Bennett
2618 Wooddale Boulevard
Baton Rouge, Louisiana 70805

Lynne Blackledge
Office of Hospitals
200 Lafayette Street
Baton Rouge, Louisiana 70804

Dorothy Britten
3405 Madison Avenue
Baton Rouge, Louisiana 70802

Kathy Brown
2219 West Main Street
Houma, Louisiana 70360

Carolyn Burton
Post Office Box 542
Denham Springs, Louisiana 70727

Ted Cabra, Supervisor
Adult Education
Vernon Parish School Board
201 Belview Road
Leesville, Louisiana 71446

Jeanette Campos
Inter-Tribal Council Incorporated
5425 Galleria Drive-Suite A
Baton Rouge, Louisiana 70816

Dr. P. Edward Cancienne, Director
Bureau of Secondary Education
Post Office Box 94064
Baton Rouge, Louisiana 70804-9064

Glory Caswell
815 Huey P. Long Avenue
Gretna, Louisiana 70053

Leo Cavell
Post Office Box 51166
Lafayette, Louisiana 70505

Dan Christian
403 Hickory
Oakdale, Louisiana 71463

Francis Colletta, Supervisor
Adult Education
St. Mary Parish School Board
Post Office Drawer 580
Franklin, Louisiana 70538

Robert Crowley
2617 Edenborn Avenue
Suite D
Metairie, Louisiana 70002

Dr. Joseph Davis
1815 St. Claude Avenue
New Orleans, Louisiana 70116

Robert W. Dupre
Employment Service Director
Office of Employment Security
Post Office Box 44094
Baton Rouge, Louisiana 70804

APPENDIX N

Sherrie Dunbar, Program Director
Displaced Homemaker Programs
Post Office Box 1943
Baton Rouge, Louisiana 70821

Jimmy Ellis
815 Huey P. Long Avenue
Gretna, Louisiana 70053

Jim Faust
Adult Education Learning Center
Post Office Box 457
Amite, Louisiana 70422

Dr. Alice Geoffray
Orleans Parish School Board
1815 St. Claude Avenue
New Orleans, Louisiana 70116

Connie Goodly
4800 Knight Drive
New Orleans, Louisiana 70127

Hattie Dotson-Handy
Louisiana Coalition for Literacy
2928 College Drive
Baton Rouge, Louisiana 70808

Anna Greta Hojdal
6196 Chatham Drive #177
New Orleans, Louisiana 70122

Donna Irvin
Executive Secretary
to the Governor
Post Office Box 94004
Baton Rouge, Louisiana 70804

Larry Jones, Education Specialist
U.S. Army Recruiting Battalion
400 Dauphine Street Bldg. 602-2C
~~New Orleans~~, Louisiana 70146-1639

Charles Kilbert, President
LAPCAE
1815 St. Claude Avenue
New Orleans, Louisiana 70116

Clay LeBlanc
Route 2, Box NIA
Napoleonville, Louisiana 70390

Charles Loeb
Post Office Box 310
Opelousas, Louisiana 70570

Flora Magee
Post Office Box 561
Lake Providence, Louisiana 71254

Frank Marcello
9849 Damuth Drive
Baton Rouge, Louisiana 70815

Riley McDaniel
Director of Operations for JTPA
Louisiana Department of Labor
5360 Florida Boulevard
Baton Rouge, Louisiana 70806

John Nipper
Department of Correction
654 Main Street
Baton Rouge, Louisiana 70804

Precious Pack
1514 Louisiana Avenue
Port Allen, Louisiana 70767

Emogene Pliner
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Public Affairs Research Council
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L. J. Raymond, Principal
Plaquemine Senior High School
Post Office Box 326
Plaquemine, Louisiana 70764

Betty Rebaldo
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Baton Rouge, Louisiana 70816

Kay Richey
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Dr. Ted Schilling
Baker High School
3200 Groom Road
Baker, Louisiana 70714

Gordain A. Sibille, Principal
Carencro Catholic Elementary School
200 West St. Peter
Carencro, Louisiana 70520

Gloria Spooner
Institutional Library Consultant
Louisiana State Library
Post Office Box 131
Baton Rouge, Louisiana 70821

Kenny Swensen
1825 Ramsay Drive
Baton Rouge, Louisiana 70808

E. Buddy Thompson
Alpha Building
8281 Goodwood Boulevard-Suite K
Baton Rouge, Louisiana 70806

Dr. Martha Upshaw
Director of Continuing Education
Northeast Louisiana University
Administration Building 1-142
Monroe, Louisiana 71209

Dr. George Varino
Valley Park Continuing Education
2928 College Drive
Baton Rouge, Louisiana 70808

Walter Wright
1906 Stephen Girard
New Orleans, Louisiana 70122

Andryetta W. Yarbrough
Post Office Box 3776
Baton Rouge, Louisiana 70821



APPENDIX N

THOMAS G. CLAUSEN
Superintendent of Education

P.O. BOX 94064
Baton Rouge, LA 70804-9064
1-800-272-9872

June 20, 1986

MEMO TO: Members of the Participatory Planning Task Force Committee
and Adult Education Advisory Council

FROM: Glenn Gossett, Director *Glenn Gossett*
Bureau of Adult and Community Education

SUBJECT: Annual Meeting

The Participatory Planning Task Force and the Adult Education Advisory Council will meet Friday, June 27, 1986 at the Louisiana State Library Building, 760 Riverside North, Baton Rouge, Louisiana. The meeting will begin at 9:30 a.m. in the first floor auditorium at the south end of the building.

I hope that you will make every effort to attend. Please complete the attached form and return it as soon as possible or call (504) 342-3510 to notify us of your attendance plans.

Thank you for your cooperation.

GG:jf

Attachment

PARTICIPATORY PLANNING TASK FORCE COMMITTEE

_____ I plan to attend the meeting on June 27, 1986.

_____ I do not plan to attend the meeting on June 27, 1986.

Name: _____

Address: _____

Title: _____

Agency: _____

Phone: _____

Please return to:

Glenn Gossett, Director
Bureau of Adult and Community Education
Louisiana Department of Education
P.O. Box 94064
Baton Rouge, Louisiana 70804-9064

BUREAU OF ADULT AND COMMUNITY EDUCATION
PARTICIPATORY PLANNING TASK FORCE MEETING
LOUISIANA STATE LIBRARY

AGENDA

JUNE 27, 1986

9:30 a.m. - 12:00 noon

Budget	Glenn Gossett
Transfer Policy.	Glenn Gossett
Personnel Cuts	Glenn Gossett
Special Projects	Joy Cazes
PLUS Literacy Project	Suellen Marcotte
Status Report on Goal Accomplishments and Objectives	Marie Meno
GED Status Report	Julie Works
Discussion	Task Force Participants



APPENDIX N

THOMAS G. CLAUSEN
Superintendent of Education

P.O. BOX 94064
Baton Rouge, LA 70804-9064
1-800-272-9872

June 18, 1986

TO: Members of the Participatory Planning Task Force and the
Adult Education Advisory Council

FROM: Glenn Gossett, Director *Glenn Gossett*
Bureau of Adult and Community Education

SUBJECT: Statistics of Louisiana Adult Education Programs,
Bulletin No. 1770

Enclosed is a copy of our Statistics of Louisiana Adult Education
Programs, Bulletin 1770.

We will be happy to provide you with any additional information.

GG:jf

Enclosure

APPENDIX N

LOUISIANA STATE BOARD OF ELEMENTARY AND SECONDARY EDUCATION
 POST OFFICE BOX 94064, CAPITOL STATION, BATON ROUGE, LA 70804-9064

<u>BOARD MEMBER</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
Jesse H. Bankston 6th Congressional District	3071 Teddy Drive, Suite A Baton Rouge, LA 70809	(504) 927-4552
Dr. John A. Bertrand 7th Congressional District	1505 North Avenue "D" Crowley, LA 70526	(318) 783-7585
Brother Felician Fourrier, S.C. Member-at-large <u>Vice-President</u>	855 Hearthstone Drive Baton Rouge, LA 70806	(504) 383-7117
Milton Hamel 4th Congressional District	3232 East 70th Street Shreveport, LA 71105	(318) 869-3566 (o) 861-4608 (h)
Gloria Harrison Member-at-large	Post Office Box 6021 Shreveport, LA 71106	(318) 222-5550 school
Martha Scott Henry Member-at large	2801 Bramble Drive Monroe, LA 71201	(318) 325-8531
Keith Johnson 2nd Congressional District	2416 St. Maurice Avenue New Orleans, LA 70117	(504) 277-1977 586-5013
Dr. Claire R. Landry 1st Congressional District <u>President</u>	Post Office Box 403 Arabi, LA 70032	(504) 271-2098
Jack Pellegrin 3rd Congressional District	Post Office Box 1124 Houma, LA 70361	(504) 446-0837 (o) 872-9722 (h)
A. J. "Sookie" Roy, Jr. 8th Congressional District	Post Office Box 276 Marksville, LA 71351	(318) 253-9612 (o) 253-9210 (h)
Marie Louise Snellings 5th Congressional District <u>Secretary-Treasurer</u>	101 Country Club Road Monroe, LA 71201	(318) 323-3226

Board Staff

James V. Soileau	Executive Director	342-5840
Lois Michelli	Education Administrator	342-5849
Graig Luscombe	Finance Specialist	342-5846
Robert Buck	Vo-Tech Specialist	342-5847
Leonard Hayes	Special Education Spec.	342-5840
Eileen Russell	Board Recorder	342-5841
Cindy DeLaughter	Administrative Secretary	342-5840
Jeannie Hall	Administrative Assistant	342-5842
Lurilene Washington	Administrative Secretary	342-5848
Carrie Barbin	Steno-Clerk III	342-5843

- 8-I-2 On motion of Br. Fourrier, seconded by Mr. Roy, the Board referred to Vocational Technical Committee, the report from the Directors' Association on the proposal for fees to be charged vocational technical students.

- - - -

- 8-I-3 On motion of Br. Fourrier, seconded by Mr. Roy, the Board received the report from the Director's Association relative to the possibility of Adult Education funds being used to fund the Special Needs instructors in vocational technical schools and requested that the item be deleted from the agenda.

- - - -

- 8-I-4 On motion of Br. Fourrier, seconded by Ms. Henry, the Board deferred action regarding a process of obtaining funds from the LEAs MFP allocation on the local school systems for students attending vocational technical schools on a part-time basis.

- - - -

- 8-I-5 On motion of Br. Fourrier, seconded by Mr. Bankston, the Board received the report by the Directors' Association on the cost of course offerings in the proprietary schools and the vocational technical schools on a comparable basis.

- - - -

- 8-I-6 On motion of Br. Fourrier, seconded by Mr. Bankston, the Board authorized the Department to conduct a fiscal impact survey relative to the sabbatical leave policy.

- - - -

- 8-I-7 On motion of Br. Fourrier, seconded by Ms. Henry, the Board approved the curriculum development proposals submitted by the Vocational Curriculum Development and Research Center.

- - - -

- 8-I-8 On motion of Br. Fourrier, seconded by Ms. Harrison, the Board approved as a pilot program for nine weeks, using the curriculum guide for Long Term Care-Nursing Assistant Program submitted by Jefferson Parish Westbank Vocational Technical School and requested the school to submit a report on the program.

On motion of Br. Fourrier, seconded by Ms. Snellings, the Board received and approved the request of the School Library Advisory Council.

- - - - -

Item 9-C Multiple Curriculum Study Committee (Schedule 14)

9-C-1 On motion of Br. Fourrier, seconded by Ms. Harrison, the Board requested the Bureau of Research and Development to prepare a survey and a report on the effects of increased graduation requirements on the dropout rate in Louisiana.

- - - - -

9-C-2 On motion of Br. Fourrier, seconded by Mr. Roy, the Board requested that public hearings on the need for and the effects of a multiple curriculum be held in the state as scheduled by the Department of Education.

- - - - -

9-C-3 On motion of Dr. Bertrand, seconded by Br. Fourrier, the Board requested Mr. Richard Thompson, Bureau of Student Services, to notify all parishes of recent Board action on students who transfer from public school to GED programs not be considered as dropouts. The Board further requested that this policy be advertised in the Louisiana Register.

- - - - -

Item 9-D Textbook and Media Advisory Council (Schedule 15)

9-D-1 Mr. Soileau informed the Board that Mr. M. C. Perry was re-elected Chairman of the Textbook and Media Advisory Council for the 1986 Calendar Year.

- - - - -

9-D-2 Mr. Soileau informed the Board that the Textbook and Media Advisory Council re-elected Dr. Arlon Adams as Vice Chairman of the Council for the 1986 Calendar Year.

- - - - -

On motion of Br. Fourrier, seconded by Ms. Harrison, the Board received the report of the Textbook and Media Advisory Council.

- - - - -

Item 9-E Adult Education Advisory Council (Schedule 16)

On motion of Br. Fourrier, seconded by Ms. Snellings, the Board received the report of the Adult Education Advisory Council. 122

STATE BOARD OF ELEMENTARY AND SECONDARY EDUCATION
ADULT EDUCATION ADVISORY COUNCIL
FEBRUARY 20, 1986----1:00 P.M.
COMMITTEE ROOM I

MINUTES

The Adult Education Advisory Council meeting was called to order at 1:00 p.m. by Dr. Ted Schilling, Chairman. Members present were Mr. Robert Arceneaux, Dr. Courtney Cheri, Ms. Betty Walker, Mr. Charles Kilbert, and Mr. Leo Babin representing Mr. Stanley Berard. Mr. Glenn Gossett represented the State Department of Education. Representing the Board staff were Mr. Leonard Hayes and Mr. Robert Buck.

After discussion of the possibility of Adult Education Funds being used to fund Special Needs Instructors in vocational-technical schools, the Council took the following actions:

- 1 On motion of Mr. Arceneaux, seconded by Mr. Kilbert, the Council recommends
JVS to the Board that Adult Education Funds should not be used to fund Special Needs Instructors in vocational-technical schools.
- 2 On motion of Mr. Kilbert, seconded by Ms. Walker, the Council recommends to the
JVS Board that the cooperative effort between the Adult Education Programs and the Vocational-Technical Schools be continued, as it presently is, with an effort to further promote cooperation in other areas with the vocational-technical schools.

The meeting adjourned at 1:45 P.M.

cab

STATE BOARD OF ELEMENTARY AND SECONDARY EDUCATION
ADULT EDUCATION COMMITTEE
DECEMBER 16, 1985----1:30 P.M.
COMMITTEE ROOM I

MINUTES

The Adult Education Committee meeting was called to order at 1:30 p.m. by Mr. Jesse Bankston, Chairman. Members present were Mr. Keith Johnson and Bro. Felician Fourrier. Representing the State Department of Education was Mr. Glenn Gossett. Mr. Leonard Hayes represented the Board staff

After a discussion of raising the age requirement for taking the GED examination from 17 to 18 years of age, the Committee accepted the recommendations of the Adult Education Advisory Council and took the following action:

- 1 On motion of Bro. Fourrier, seconded by Mr. Johnson, the Committee recommends that the Board retain the age requirement for taking the GED examination at age 17.

After discussion of establishing specific requirements for granting an age waiver, the Committee accepted the recommendations of the Adult Education Advisory Council and took the following action:

- 2 On motion of Bro. Fourrier, seconded by Mr. Johnson, the Committee recommends to the Board that the present method for granting GED age waivers be maintained.

After a discussion of the Adult Education Advisory Council recommendations regarding eligible students who desire to leave the K-12 program and transfer into Adult Education, the Committee took the following action:

- 3 On motion of Bro. Fourrier, seconded by Mr. Johnson, the Committee recommends to the Board that eligible students who desire to exit the K-12 program and transfer into Adult Education, with the permission of their parents and the authorization of the principal or counselor, be considered as transfer students rather than dropouts.

A motion offered by Bro. Fourrier indicating that no changes be recommended in the current state mandatory attendance law died for lack of a second.

The meeting adjourned at 2:00 p.m.

cab

MINUTES, Page 35
November 21, 1985

- 8-E-11 On motion of Mr. Bankston, seconded by Mr. Johnson, the Board approved the unclassified Personnel Actions and the 1985-86 Contract Salary sheets for SSD #1 dated November 4, 1985 as amended.

Item 8-G Teacher Certification Committee (Schedule 48)

- 8-G-1 On motion of Ms. Snellings, seconded by Mr. Hamel, the Board approved the request of the Bureau of Teacher Certification to delete the requirement in Bulletin 996 that applicants for teacher certification complete three clock hours of job related counseling prior to entry into a teacher education program as required by Act 399 of 1985 and requested that this be advertised in the Louisiana Register.

Agenda
Item 9

BOARD ADVISORY COUNCIL REPORTS

Item 9-A Adult Education Advisory Council (Schedule 49)

On motion of Mr. Bankston, seconded by Ms. Harrison, the Board received the report of the Adult Education Advisory Council.

Item 9-C Special Education Advisory Council (Schedule 50)

- 9-C-1 Mr. Soileau read this motion as requested by the Council and as follows:

"On motion of Ms. Foil, seconded by Mr. Pellegrin, the Council recommends that the Board approve the Preliminary Funding Report (P. L. 94-142, Part B Discretionary Funds) for FY87 and P. L. 94-142, Part B Discretionary allocations for FY 86 as recommended by the Department."

On motion of Mr. Bankston, seconded by Ms. Harrison, the Board received the report of the Special Education Advisory Council.

Item 9-D Appeals Council for Providers of Psychological Services. (Schedule 51)

- 9-D-4 On motion of Br. Fourrier, seconded by Mr. Bankston, the Board referred to Teacher Certification Committee, the recommendations of the Appeals Council

STATE BOARD OF ELEMENTARY AND SECONDARY EDUCATION
ADULT EDUCATION ADVISORY COUNCIL
NOVEMBER 18, 1985---1:00 P.M.
COMMITTEE ROOM II

MINUTES

The Adult Education Advisory Council was called to order at 1:00 P.M. by Dr. Ted Schilling, Chairman. Members present were Mrs. Julia Simon, Ms. Betty Walker, Dr. Courtney Cheri, Mr. Robert Arceneaux, Mr. Charles Kilbert, Mr. Paul Duell, and Mr. Leo Babin representing Mr. Stanley P. Berard. Representing the State Department of Education was Mr. Glenn Gossett. Mr. Leonard Hayes represented the Board staff.

After a discussion of raising the age requirement for taking the GED examination from 17 to 18 years of age, the Council took the following action:

On motion of Mr. Arceneaux, seconded by Mr. Kilbert, the Council recommends that the Board retain the age requirement for taking the GED examination at 17 years of age.

The Council further recommended:

On motion of Mr. Arceneaux, seconded by Dr. Cheri, the Council recommends that the Board allow eligible students leaving the K-12 program to transfer into Adult Education with the permission of the appropriate school official and parent and that these students be classified as transfer students rather than drop outs.

After a discussion of establishing specific requirements for granting an age waiver, the Council took the following action:

On motion of Mr. Babin, seconded by Mr. Duell, the Council recommends that the Board maintain the present method for granting GED age waivers.

After a discussion of the state mandatory attendance law, the Council took the following action:

On motion of Mr. Arceneaux, seconded by Ms. Simon, the Council does not recommend any changes in the mandatory attendance law requiring attendance until age 16.

The meeting adjourned at 2:00 P.M.

cab

STATE BOARD OF ELEMENTARY AND SECONDARY EDUCATION
ADULT EDUCATION COMMITTEE
OCTOBER 22, 1985----1:20 P.M.
COMMITTEE ROOM II

MINUTES

The Adult Education Committee meeting was called to order at 1:20 P.M. by Mr. Jesse Bankston, Chairman. Member present was Mr. Keith Johnson. Representing the State Department of Education was Mr. Glenn Gossett. Mr. Leonard Hayes represented the Board staff.

After a discussion of the consideration of changing the enrollment and graduation requirements for Adult Education students, the Committee took the following action:

On motion of Mr. Johnson, seconded by Mr. Bankston, the Committee recommends to the Board that the Adult Education Advisory Council be requested to study and report to the Adult Education Committee on the following issues:

1. Consideration of raising the age requirement for taking the GED examination from 17 to 18 years of age.
2. Consideration of establishing specific requirements for granting an age waiver.
3. Evaluate the state mandatory attendance law and make suggestions for changes, if any.

With no further business to come before the Committee the meeting adjourned at 1:45 P.M.

cab

On motion of Mr. Bankston, seconded by Mr. Roy, the Board requested the Board President to appoint a special study committee to look at the problem of illiteracy and to make a recommendation regarding future state efforts to reduce the high incidence of illiteracy in Louisiana.

BOARD ADVISORY COUNCIL REPORTS

On motion of Br. Fourrier, seconded by Ms. Henry, the Board approved the recommendations of the Appeals Council for Providers of Psychological Services.

On motion of Br. Fourrier, seconded by Ms. Henry, the Board approved the recommendations of the Teacher Certification Appeals Council.

On motion of Br. Fourrier, seconded by Ms. Henry, the Board received the report of the Adult Education Advisory Council.

Appointment of Mr. Paul Duell to the Adult Education Advisory Council upon the recommendation of Mr. Bankston. Mr. Duell will replace Ms. Helen Shaffer.

11. a Professional Services contract with Merry Maitre in the amount of \$3,440 to provide 15 days of technical assistance relating to the "pilot draft" on the "Best Practices Manual".

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8-D-16

On motion of Mr. Pellegrin, seconded by Br. Fourrier, the Board deferred action for one month on the request for funding under Special Educational Services for discretionary funds under P.L. 94-142 for fiscal year 1986 as follows:

a. LSU Baton Rouge Severe Profound Program	\$13,653.00
b. LSU Shreveport Severe Profound Program	32,787.00
c. UNO Visually Impaired Program	34,859.00
d. LSU Medical Center Shreveport Technical Assistance	100,500.00
e. McNeese State University Vocational Education Program	7,896.00
f. Southern University Hearing Impaired Program	20,000.00
g. UNO Sports Competition for Physically Handicapped	11,547.00

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8-D-17

On motion of Mr. Pellegrin, seconded by Br. Fourrier, the Board approved the following professional services contracts under Special Educational Services to consult directly with staff of Employer Sponsored Parent Education Project to provide training and two-day workshop for ESPEP staff:

Linda Reineck Diefenthaler	\$1,254
Andrew J. Kind Rubin	\$1,254

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8-D-18

On motion of Mr. Pellegrin, seconded by Br. Fourrier, the Board approved the allocation of state and federal funds to the LEA's and the profit and non-profit agencies for 1985-86 in the amount of \$6,277,485.

- - - -

On motion of Br. Fourrier, seconded by Mr. Bankston, the Board approved an invoice for Mr. Bruce Macmurdo in the amount of \$1,629.47.

- - - -

Jefferson Parish	40,000.00
Terrebonne	10,000.00
Richland	35,000.00
Vernon	17,000.00
St. Bernard	20,000.00
Claiborne	15,000.00
Orleans	20,000.00
Assumption	12,000.00
East Feliciana	19,000.00
Monroe City	20,000.00
LaSalle	25,000.00
Washington	20,000.00

PRESCHOOL INCENTIVE

LSU Medical Center	
New Orleans	59,414.00
LSU Medical Center	
Shreveport	44,123.00
St. Charles Parish	40,592.00
Rapides Parish	48,438.00
Quachita Parish	45,554.00
Lafayette Parish	49,170.50
Calcasieu Parish	42,000.00
S.D.E. Joint Project	55,717.00

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8-D-4

On motion of Mr. Pellegrin, seconded by Mr. Bankston, the Board referred to the Department for their review, correspondence submitted by Dr. Robert A. Alost, Director of the Louisiana School for Math, Science and the Arts concerning a writing improvement program, and that a report be given at next month's Finance Committee meeting.

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8-D-5

On motion of Mr. Pellegrin, seconded by Br. Fourrier, the Board approved the distribution of funds for Adult Education Special Projects and Teacher Training proposals for Fiscal year 1986 as follows:

a. University of New Orleans	\$11,062
b. Louisiana Association for Public Community and Adult Education	29,000
c. Lafayette Parish School Board	17,633
d. Evangeline Parish School Board	44,148
e. St. Mary Parish School Board	42,940
f. Bossier Parish School Board	4,058
g. Bienville Parish School Board	16,922
h. 19th Judicial Court	6,818

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STATE BOARD OF ELEMENTARY AND SECONDARY EDUCATION
ADULT EDUCATION COMMITTEE
AUGUST 20, 1985----3:00 P.M.
COMMITTEE ROOM I

MINUTES

The Adult Education Committee meeting was called to order at 3:05 P.M. by Mr. Jesse Bankston, Chairman. Member recorded as present was Dr. John Bertrand. Mr. Glenn Gossett represented the SDE and Mr. Leonard Hayes represented the Board staff. Mr. Keith Johnson joined the meeting at 3:10 P.M.

After a discussion of Adult Education Special Projects and Teacher Training Proposals for FY 85-86, the Committee took the following action:

1 On motion of Dr. Bertrand, seconded by Mr. Johnson, the Committee recommends that the Board approve the following Adult Education Special Projects and Teacher Proposals for FY 85-86, as recommended by the Department and the Adult Education Advisory Council:

University of New Orleans	\$ 11,062
Louisiana Association for Public Community and Adult Education	29,000
Lafayette Parish School Board	17,633*
Evangeline Parish School Board	44,148
St. Mary Parish School Board	42,940
Bossier Parish School Board	4,058
Bienville Parish School Board	16,922
19th Judicial Court	6,818

*This amount reflects \$869.00 more than approved by the Adult Education Advisory Council due to an addition error by the SDE.

After a discussion of the allocation of State (R.S.17:14 as amended) and Federal (ABE, P.L. 91-230 as amended) Funds to local school systems, the Committee took the following action:

2 On motion of Mr. Johnson, seconded by Dr. Bertrand, the Committee recommends that the Board adopt the allocations of State (R.S.17:14 as amended) and Federal (ABE, P.L. 91.230 as amended) Funds to local school systems, as recommended by the Department and the Adult Education Advisory Council. (COF)

After a discussion of a study of the impact of the Adult Education program on the reduction of the illiteracy rate in the state and in parishes with high incidence of illiteracy, the Committee took the following action:

3 On motion of Dr. Bertrand, seconded by Mr. Johnson, the Committee recommends that the Board president appoint a special study committee to look at the problem of illiteracy and to make recommendations regarding future state efforts to reduce the high incidence of illiteracy in Louisiana.

The meeting adjourned at 3:50 P.M.

STATE BOARD OF ELEMENTARY AND SECONDARY EDUCATION
ADULT EDUCATION ADVISORY COUNCIL
AUGUST 19, 1985----10:30 A.M.
COMMITTEE ROOM I

MINUTES

The meeting of the Adult Education Advisory Council was called to order at 10:35 a.m. by the Chairman, Dr. Ted Schilling. Council members present were Dr. Courtney Cheri and Mr. Robert Arceneaux. Mr. Glenn Gossett represented the SDE and Mr. Leonard Hayes represented the Board staff.

- 1 On motion of Mr. Arceneaux, seconded by Dr. Cheri, the Council approved the minutes of April 22, 1985.
- 2 Dr. Schilling suggested that Item (1) of the Adult Education Advisory Council agenda, Consideration of Adult Education Special Projects and Teacher Training proposals for FY 85-86, be delayed until August 20, 1985 at 10:00 a.m. since the Council had not yet received copies of the projects. Dr. Schilling requested that Dr. Cheri chair the meeting.

--- Mr. Leo Babin, representing Mr. Berard, joined the meeting at 11:40 a.m.---

- 3 On motion of Mr. Arceneaux, seconded by Dr. Cheri, the Council recommends that the allocations of State (R.S.17:14 as amended) and Federal (ABE, P.L. 91-230 as amended) Funds to local school systems for FY 85-86 be approved as recommended by the department. (COF)
- 4 On motion of Mr. Arceneaux, seconded by Dr. Cheri, the Council expressed a desire to participate in the illiteracy study upon the receipt of the definition of illiteracy to be used and further statistical information regarding the various currently operating programs established to work on the problem of illiteracy.

The Council requested that Board staff submit to them a copy of any reports on illiteracy discussed in the Adult Education Committee.

The Council adjourned at 11:00 a.m.

COMMUNITY EDUCATION SUPERVISORS

Acadia Parish

Mr. Dean Daigle, Supervisor
Community Education
Acadia Parish School Board
P.O. Drawer 309
Crowley, Louisiana 70526
(318) 783-3664

Ascension Parish

Mr. David Oubre, Supervisor
Community Education
Vocational Programs
Post Office Box 189
Donaldsonville, Louisiana 70346
(504) 473-7981

Mr. Ken Pizzalato, Coordinator

Bossier Parish

Mr. Tommy Carleton, Supervisor
Community Education
Bossier Parish Community College
2719 Airline Drive, North
Bossier City, Louisiana 71111
(318) 746-9851

Caddo Parish

Mr. Joseph E. Odom, Director
Community Education
Caddo Parish School Board
Post Office Box 32000
Shreveport, Louisiana 71130-2000
(318) 636-0210

Jefferson Parish

Mr. James Ellis, Director
Community Education
Jefferson Parish School Board
815 Huey P. Long Avenue
Gretna, Louisiana 70053
(504) 362-4778

Lafayette Parish

Mr. Robert Arceneaux, Supervisor
Community Education
Lafayette Parish Vocational-
Technical and Adult Educational
Center
18th Street
Lafayette, Louisiana 70501
(318) 232-3849

Orleans Parish

Dr. Joseph Davis, Supervisor
Community Education
1815 St. Claude Avenue
New Orleans, Louisiana 70116
(504) 943-6222

Ouachita Parish

Ms. Faye Poag, Director
Community Education
Ouachita Parish School Board
Post Office Box 1642
Monroe, Louisiana 71201
(318) 388-2711
323-7343 (Center)

cc: Mr. Abe Pierce
Assistant Superintendent

St. Bernard Parish

Dr. Gordon Johnson, Supervisor
St. Bernard Parish Community College
1100 East Judge Perez Drive
Chalmette, Louisiana 70043
(504) 277-1142

St. Charles Parish

Mr. Leo Babin, Supervisor
Community Education
Post Office Box 46
Luling, Louisiana 70070
(504) 785-6289

St. Tammany Parish

Dr. Courtney Cheri, Supervisor
Community Education
St. Tammany Parish School Board
Post Office Box 940
Covington, Louisiana 70433
(504) 892-2276

Tensas Parish

Ms. Doris Pollard, Supervisor
Community Education
Tensas Parish School Board
Post Office Box 318
St. Joseph, Louisiana 71366
(318) 766-3269

West Baton Rouge Parish

Mr. Alston Bynum, Supervisor
Community Education
West Baton Rouge Parish School Board
670 Rosedale Street
Port Allen, Louisiana 70767
(504) 343-8309

Winn Parish

Mrs. Winnie L. Bennett, Supervisor
Community Education
Winn Parish School Board
Post Office Box 430
Winnfield, Louisiana 71483
(318) 628-6936



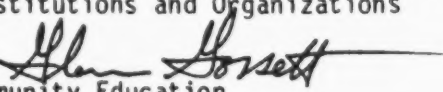
APPENDIX P

THOMAS G. CLAUSEN
Superintendent of Education

P.O. BOX 94064
Baton Rouge, LA 70804-9064
1-800-272-9872

January 3, 1986

TO: Supervisors of Adult Education
Public Librarians
Education Officials in Correctional Institutes
Interested Agencies, Institutions and Organizations

FROM: Glenn Gossett, Director 
Bureau of Adult and Community Education

SUBJECT: GED Videotext Series

The Bureau of Adult and Community Education in cooperation with Louisiana Public Broadcasting is offering an instructional television series that focuses on basic skills development in reading, English grammar, and mathematics. The program is a refresher course for adults who are preparing to take the GED Tests. The series will be televised again this spring beginning January 7, 1986.

Enclosed are copies of a flyer which describe the program and provide a television viewing schedule. Please make these pamphlets available to your students and the general public.

It is recommended that adults viewing the series use the three Kentucky Educational Television Study Guides. There is also a teacher's guide entitled User's Guide for KET Videotapes/Videotexts, which contains material in all three subject areas. These materials may be obtained from some bookstores in larger cities or through Cambridge, The Adult Education Company, 888 Seventh Avenue, New York, New York 10019. If you would like to order the study guides direct from Cambridge, you may call toll free 1-800-221-4764 or direct dial (212) 957-5262.

If you have any questions or need additional flyers, please contact Suellen Marcotte at (504) 342-3510.

Thank you for your assistance.

GG:SAM:jf

Enclosures



APPENDIX P

THOMAS G. CLAUSEN
Superintendent of Education

P.O. BOX 94064
Baton Rouge, LA 70804-9064
1-800-272-9872

August 14, 1985

TO: Supervisors of Adult Education
Public Librarians
Education Officials in Correctional Institutes
Interested Agencies, Institutions and Organizations

FROM: Glenn Gossett, Director *Glenn Gossett*
Bureau of Adult and Community Education

SUBJECT: GED Videotext Series

The Bureau of Adult and Community Education in cooperation with Louisiana Public Broadcasting has been offering an instructional television series that focuses on basic skills development in reading, English grammar, and mathematics. The program is a refresher course for adults who are preparing to take the GED test. The series will be televised again this fall beginning September 3, 1985.

Enclosed are copies of a flyer which further describes the program and provides a television viewing schedule. Please make these pamphlets available to your students and the general public.

It is recommended that adults viewing the series use the three Kentucky Educational Television Study Guides. There is also a teacher's guide entitled User's Guide for KEI Videotapes/Videotexts, which contains material in all three subject areas. These materials may be obtained from some bookstores in larger cities or through Cambridge, The Adult Education Company, 888 Seventh Avenue, New York, New York 10019. If you would like to order the study guides direct from Cambridge, you may call toll free 1-800-221-4764 or direct dial (212) 957-5262.

If you have any questions or need additional flyers, please contact Suellen Marcotte at (504) 342-3510.

Thank you for your assistance.

GG:SAM:md

Enclosures

ADDENDUM*

*The instructions for preparing the annual performance report have been reproduced as received from the Department of Education, Vocational, and Adult Education, Washington, D.C.



THOMAS G. CLAUSEN
Superintendent of Education

P.O. BOX 94064
Baton Rouge, LA 70804-9064
1-800-272-9872

May 27, 1986

TO: Supervisors of Adult Education
Other Selected Adult Education Programs

FROM: Glenn Gossett, Director *Glenn Gossett*
Bureau of Adult and Community Education

SUBJECT: Annual Performance Report Forms

The U. S. Department of Education has forwarded to us statistical forms that must be completed for the fiscal year July 1, 1985 - June 30, 1986. This information has been voluntary the last couple of years, but has become mandatory once again. Copies of the forms as well as instructions are attached for your use. Please complete one set of forms for your ABE program and one set for your R.S. 17:14 program.

One completed copy of each of these forms should be submitted to the Bureau of Adult and Community Education within thirty days of the close of the program year or by July 15, 1986.

If you have any questions please contact us at 504-342-3510

GG:jf

Attachments

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a-1

"An Equal Opportunity Employer"

DEPARTMENT OF EDUCATION
OFFICE OF VOCATIONAL AND ADULT EDUCATION
WASHINGTON, D.C. 20202

INSTRUCTIONS FOR PREPARING THE ANNUAL PERFORMANCE REPORT FOR
THE ADULT EDUCATION STATE-ADMINISTERED PROGRAM

Further payments or other benefits may, but will not necessarily, be withheld unless this report is completed and filed. (34 CFR 76.720)

PART I - STATISTICAL

TABLE I. Report the population that was served by adult education programs in the State with Federal and non-Federal funds under Public Law 91-230, as amended. The following "Guide for Reporting Participants" should be used: (1) Only participants who completed 12 or more program "contact hours" in the adult education program or met their objectives in less time during the "reporting period" should be recorded on this report. (2) Also include program participants who met rule #1 and who were (a) participants from other Federal programs for whom any direct services were provided at clearly additional costs to the adult education program (e.g., when an influx of 40

ED 365-1, 6/85

participants necessitates operating 2 or 3 extra classes), (b) participants in special experimental demonstration projects, and (c) participants served through coordination activities with other agencies, institutions, or organizations.

TABLE I, PART A. Provides a profile of participants (unduplicated count) by educational functioning level and population groups.

Educational Functioning Level.

"LEVEL I" - an adult who is unable to read, write, and compute sufficiently well to meet the requirements of adult life in the United States, or an adult who lacks a mastery of basic educational skills that will enable him/her to function effectively in U.S. society. This term should be applied for foreign born adults having limited English proficiency. Additionally, this term is equivalent to the beginning and intermediate levels of basic education as defined by the State. For States using grade level measures, Level I includes grades 0-8 and ESL. States using competency-based or other measures should describe the methods used to determine a participant's educational functioning level.

"LEVEL II" - an adult who is literate and can function in everyday life, but is not proficient. This term is equivalent to adult secondary education as defined by the State. For States using grade level measures, Level II includes grades 9-12. States using competency-based or other measures should describe the methods used to determine a participant's educational functioning level.

Population groups. The racial/ethnic designations do not denote scientific definitions of anthropological origins. For the purpose of this report, an enrollee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one racial/ethnic group.

"AMERICAN INDIAN OR ALASKAN NATIVE" - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

"ASIAN OR PACIFIC ISLANDER" - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. These areas include, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

"BLACK, NOT OF HISPANIC ORIGIN" - A person having origins in any of the Black racial groups of Africa, but not of Hispanic culture or origin.

"HISPANIC" - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

"WHITE, NOT OF HISPANIC ORIGIN" - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East, but not of Hispanic culture or origin.

TABLE I, PART B. Provides a profile of participants (unduplicated count) by age and sex.

TABLE I, PART C. Provides a profile of participants by a variety of demographic variables. The figures reported on this table will be duplicative and should reflect the status of the participant at the beginning of this reporting period or upon initial entrance into the program during the reporting period. Use the "Guide for Reporting Participants" as described in the instructions for Table 1.

For the purposes of this report the following definitions should be used:

"EMPLOYED" - persons who did any work at all as paid employees or in their own business or profession, or on their own farms or who worked 15 hours or more per week as unpaid workers on a farm or in a business operated by a member of the family, and persons who were not working but who had jobs or businesses from which they were temporarily absent.

"UNEMPLOYED" - persons who were not working but were looking for a job and were available for work. This includes persons who were waiting to be called back to a job from which they had been laid off and persons waiting to report to a new job.

"PUBLIC ASSISTANCE" - financial assistance from Federal, State, and/or local programs, such as aid for dependent children, old-age assistance, general assistance, and aid to the blind or totally disabled.

"HANDICAPPED ADULTS" - persons who are sixteen years of age and older with any type of physical or mental impairment that substantially limits or restricts one or more major life activities, including walking, seeing, hearing, speaking, learning, and working. This definition includes adults who are alcohol and drug abusers, mentally retarded, hearing-impaired, deaf, speech-impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, other health impairments, and adults with specific learning disabilities.

"ADULT WITH LIMITED ENGLISH PROFICIENCY" - adults who have difficulty in understanding, speaking, reading, or writing the English language so that they are denied the opportunity to learn efficiently in a learning environment where the language of instruction is English. Include only persons whose native language is not English.

"ADULTS IN RURAL AREAS" - adult residents of places of less than 2,500 inhabitants and outside urbanized areas. An urbanized area includes a population of 50,000 or more in a city plus the adjacent areas of high density.

"ADULTS IN URBAN AREAS WITH HIGH RATES OF UNEMPLOYMENT" - adult residents of an urban area (i.e., 50,000 or more population) which is classified as a "labor surplus area" by the U.S. Department of Labor. (A State shall use the most recent annual list of labor surplus areas produced by DOL in determining a response to Table 1. C. 7.)

"IMMIGRANT ADULTS" - adult refugees admitted or paroled into the U.S. and adult aliens not classified as nonimmigrants under the provisions of the Immigration and Nationality Act, as amended.

"INSTITUTIONALIZED ADULTS" - adults who are inmates, patients, or residents of a correctional, medical, or special institution.

TABLE 1, PART D. Requires information on participant achievements.

TABLE 2. Requires data on number of paid and volunteer personnel who are part-time and full-time personnel for five different personnel categories (part time and full time as defined by the State). Indicate in the narrative report the definition of part time and full time used by the State.

"ADMINISTRATIVE/SUPERVISORY/ANCILLARY/SERVICES PERSONNEL" -those professionals who are responsible for the management, administration, and supervision of programs, and ancillary services personnel who are responsible for services such as evaluation, teacher development, dissemination, and curriculum development.

"TEACHERS" - staff who instruct students.

"COUNSELORS" - staff assigned to perform the activities of assisting adult learners and of assisting instructors to assist learners in making personal plans, choices, and decisions in relation to education, career, and personal development.

"PARAPROFESSIONALS" - staff who work alongside and assist professional staff members but do not have full professional status, e.g., teacher/classroom aides and teaching assistants.

TABLE 3. Shows the number of participants leaving the program during this reporting period and their reasons for leaving. Numbers of participants by reasons for leaving may be a duplicated count.

PART II - NARRATIVE

Provides descriptive information for the narrative items. Maximum number of pages is 10.

Use the following outline in preparing the narrative part of the Annual Performance Report:

1. For each goal and/or objective listed in your three-year State plan, describe the extent to which the goals and/or objectives were met. Include a description of successful activities, programs, and projects.
2. Provide reasons for slippage in those cases where little or no progress was made in the accomplishment of your goals or objectives and describe those programs or projects that were not as successful as expected.
3. Determine on a statewide basis the average cost per student.

STATE of _____

DEPARTMENT OF EDUCATION
OFFICE OF VOCATIONAL AND ADULT EDUCATION
WASHINGTON, D.C. 20202-3585

Form Approved

OMB No. 1830-0027

Program Year _____

ANNUAL PERFORMANCE REPORT
FOR THE ADULT EDUCATION STATE-ADMINISTERED PROGRAM

PART I - STATISTICAL

TABLE 1. Profile of Adult Education Participants

Period Covered	
From	To

Section A. Participants who upon entry into program were: (a)	American Indian or Alaskan Native (b)	Asian or Pacific Islander (c)	Black, not of Hispanic Origin (d)	Hispanic (e)	White, not of Hispanic Origin (f)	Total
1. Educational Functioning Level:						
a. Level I (grades 0-8)						
b. Level II (grades 9-12)						
Total						
Section B. Participants who upon entry into the program were:	Number of Participants					Total
	Males		Females			
1. Ages:						
16-24						
25-44						
45-59						
60 and older						
Total						

Table 1A and 1B require reporting on an unduplicated count.

Table 1A grand total must equal Table 1B grand total.

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TABLE 1. Profile of Adult Education Participants (Con't)

Section C. Participants who upon entry into the program were:	Number of Participants
1. Employed	
2. Unemployed	
3. Receiving public assistance	
4. Handicapped adults	
5. Adults with limited English proficiency	
6. Adults in rural areas	
7. Adults in urban areas with high rates of unemployment	
8. Immigrant adults	
9. Institutionalized adults	

Section D. Achievements of program participants	Number of Participants
<u>Educational</u>	
1. Improved basic skills for personal satisfaction and increased self-confidence	
2. Were level I and learned reading, writing, and math skills	
3. Obtained an adult high school diploma	
4. Passed the GED Test	
5. Learned the English language (for participants whose primary language is not English)	
6. Entered another education/training program	
<u>Economic</u>	
7. Obtained a job	
8. Obtained a better job or salary increase	
9. Were removed from public assistance	

TABLE 2. Number of Personnel, by Organizational Placement and Type of Job Performed

Organizational Placement and Type of Job Performed (a)	Adult Education Personnel		
	Paid Personnel		Volunteers (d)
	Total Number of Part-Time Personnel (b)	Total Number of Full-Time Personnel (c)	
1. State-level Administrative/ Supervisory/Ancillary Services			
2. Local-level Administrative/ Supervisory/Ancillary Services			
3. Local Teachers			
4. Local Counselors			
5. Local Paraprofessionals			

TABLE 3. Number of Participants Leaving the Program and Their Reasons

Reasons for leaving	Number of participants
1. Total number of participants leaving the program	
2. Completed their objectives	
3. Reasons for leaving before completing their objectives:	
a. Health problems	
b. Day care problems	
c. Transportation problems	
d. Family problems	
e. Location of class	
f. Lack of interest; instruction not helpful to participant	
g. Time class/program is scheduled	
h. Changed address or left area	
i. Other known reasons (specify)	
j. Unknown reasons	

INSTRUCTIONS

FINANCIAL STATUS REPORT - ED 365

Item 1 is preprinted.

Items 2, 3, 6, 7, 8, 9, 10b, 10c, 10g, 10h, 10k, 10l, 11a, and 12 are self-explanatory. Specific instructions for other items are as follows:

Item 4. Employer Identification Number. Enter the employer identification number assigned by the U.S. Internal Revenue Service of FICE (institution) code, if required by the Federal sponsoring agency.

Item 5. Recipient Account Number or Identifying Number. This space is reserved for an account number or other identifying numbers that may be assigned by the recipient.

Item 10. Report only in the unshaded cells. Columns (a) through (e) contain preprinted headings for reporting expenditures. The following are explanations of what expenditures should be reported in each column:

Column (a). State Administration. This is to cover all State management and supervisory expenditures under the Adult Education State Plan, including expenditures for State Advisory Councils under section 311 of the Adult Education Act. DO NOT include in this column amounts allocated for teacher training and special projects or for ancillary services such as evaluation, teacher training, dissemination, and curriculum development.

Column (b). Section 310. Report expenditures for Special Projects and Teacher Training funded under section 310 of the Adult Education Act.

Columns (c) and (d). Programs of Instruction. These should include all expenditures which are incurred by local educational agencies and public and private agencies in conducting adult education classes for undereducated adults, including expenditures for programs for institutionalized persons and programs for persons with limited English proficiency. DO NOT include in the column expenditures for special projects and teacher training.

Column (e). Institutionalized Persons. Report expenditures for programs for institutionalized persons. These expenditures will also appear in columns (c) and (d).

Item 10a. For a fiscal year carryover report, enter the net outlay. This amount should be the same as the amount reported on Line 10e of an initial report made for the same fiscal year. If there has been an adjustment to the amount shown previously, attach explanation. For an initial fiscal year report, show zero. For reports that are prepared on a cash basis, outlays are the sum of actual cash disbursements for goods and services, the amount of indirect expense charged, the value of in-kind contributions

applied, and the amount of cash advances and payments made to contractors and subgrantees. For reports prepared on an accrued expenditure basis, outlays are the sum of actual cash disbursements, the amount of indirect expense incurred, the value of in-kind contributions applied, and the net increase (or decrease) in the amounts owed by the recipient for goods and other property received and for services performed by employees, contractors, subgrantees, and other payees.

Item 10d. Total outlays for the report period indicated in item 9.

Item 10e. Line a plus line d.

Item 10f. Enter amount pertaining to the non-Federal share of program outlays included in the amount on line e.

For items 10i and 10j, unliquidated obligations are:

Cash basis - obligations incurred but not paid.

Accrued expenditure basis - obligations incurred but for which an outlay has not been recorded.

Do not include any amounts that have been included on lines a through g. Include unliquidated obligations to subgrantees and contractors.

If the report is final, it should not contain any unliquidated obligations.

Item 10m. Unobligated Balance of Federal Funds. Enter the unobligated balance of Federal funds.

Item 11b. Rate. Enter rate in effect during the reporting period.

Item 11c. Base. Enter amount of the base to which the rate was applied.

Item 11d. Total Amount. Enter total amount of indirect cost charged during the reported period.

Item 11e. Federal Share. Enter amount of the Federal share charged during the report period. If more than one rate was applied during the project period, include a separate schedule showing bases against which the indirect cost rates were in effect, amounts of indirect expense charged to the project, and the Federal share of indirect expense charged to the project this date.

REPORTS ARE DUE ON OCTOBER 1 EACH YEAR. REPORTS SHOULD BE SUBMITTED TO:

Division of Adult Education
Office of Vocational and Adult Education
Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-3585

Further payments or other benefits may, but will not necessarily, be withheld unless this report is completed and filed. (34 CFR 76.720) ED 365

FINANCIAL STATUS REPORT (Follow instructions on the back)		1. FEDERAL AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH REPORT IS SUBMITTED DEPARTMENT OF EDUCATION OVAE/DAES		2. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER		OMR Approved No. 1830 0027		PAGE 07 PAGE 9	
3. RECIPIENT ORGANIZATION (Name and complete address, including ZIP code)		4. EMPLOYEE IDENTIFICATION NUMBER		5. RECIPIENT ACCOUNT NUMBER OR IDENTIFYING NUMBER		6. FINAL REPORT ☐ YES ☐ NO		7. BASIS ☐ CASH ☐ ACCRUAL	
		8. PROJECT/GRANT PERIOD (See instructions) FROM (Month, day, year)		9. PERIOD COVERED BY THIS REPORT TO (Month, day, year)					
10. STATUS OF FUNDS									
PROGRAMS/FUNCTIONS/ACTIVITIES ▶		(a) State Administration	(b) Section 310	(c) Programs of Inst. (0-8)	(d) Programs of Inst. (9-12)	(e) Institutionalized Persons	TOTAL (a)		
a. Net outlays previously reported		\$	\$	\$	\$	\$	\$		
b. Total outlays this report period									
c. Less: Program income credits									
d. Net outlays this report period (Line b minus line c)									
e. Net outlays to date (Line a plus line d)									
f. Less: Non Federal share of outlays									
g. Total Federal share of outlays (Line e minus line f)									
h. Total unliquidated obligations									
i. Less: Non-Federal share of unliquidated obligations shown on line h									
j. Federal share of unliquidated obligations									
k. Total Federal share of outlays and unliquidated obligations									
l. Total cumulative amount of Federal funds authorized									
m. Unobligated balance of Federal funds									
11. INDIRECT EXPENSE	a. TYPE OF RATE (Place "X" in appropriate box) ☐ PROVISIONAL ☐ PREDETERMINED ☐ FINAL ☐ FIXED		12. CERTIFICATION I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.			SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		DATE REPORT SUBMITTED	
	b. RATE	c. BASE							
13. REMARKS: Attach any explanations deemed necessary or information required by Federal sponsoring agency to comply with governing legislation.									

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ED 365-2

STANDARD FORM 289 (7-78)
U.S. GOVERNMENT PRINTING OFFICE

*CERTIFICATION STANDARDS FOR ADULT EDUCATION PERSONNEL

Adult Education Instructor

A person who holds a valid standard Louisiana teaching certificate may become certified as an adult education instructor by having 5 years of adult education experience prior to the implementation of certification requirements September 1, 1982, or by completion of a minimum of 12 semester hours as follows:

- A. Introduction to or Foundations of Adult Education 3 semester hours
- B. Practicum in Adult Education 3 semester hours
- C. A minimum of 6 semester hours from the areas of:
 - 1. Materials, Methods and/or Curriculum Development in Adult Education
 - 2. Reading Instruction in Adult Education
 - 3. Adult Learning and Development
 - 4. Utilization of Community Resources
 - 5. Administration and Supervision of Adult Education
 - 6. Guidance and Counseling in Adult Education
 - 7. Competency Based Adult Education
 - 8. Independent Study, Special Problems or Issues in Adult Education
- D. Adult Education personnel having a minimum of 3 years of adult education experience prior to the implementation of certification requirements shall receive a waiver of criteria A and B above.
- E. Certification in Adult Education shall be required for full-time Adult Education instructors. Part-time Adult Education instructors would not be required to seek certification, and certification would be on a voluntary basis.

Administrator and/or Supervisor

A person who holds certification as an adult education instructor and certification as a City or Parish Supervisor of Instruction may become certified as an Administrator and/or Supervisor of Adult Education.

*Louisiana Standards for State Certification of School Personnel, Bulletin 746, Louisiana Department of Education, Bureau of Higher Education and Teacher Certification, Revised, pp. 37-38.

PLUS

PROJECT LITERACY U.S.

PLUS
Project Literacy U.S.

PLUS is a major national media/outreach project on the subject of adult illiteracy in the United States, a public service campaign being undertaken jointly by the American Broadcasting Companies, Inc. (ABC) and the Public Broadcasting Service (PBS).

Illiteracy is a serious national and local problem, and a human tragedy for those concerned. Current data indicate that there are at least 23 million adult Americans whose reading, writing, comprehension, and simple math skills vary from almost none to a fourth grade level. Many millions more are classified as semi-literate -- those whose skills are at the fifth to eighth grade levels. Illiteracy is a fundamental problem in the sense that it is a contributing cause to many other social and economic problems. It can be remedied if, to an increasing degree, those who can help will mobilize training opportunities and those who need help can be motivated to learn.

The purpose of PLUS is to help maximize these processes through local community organizations and national and local television and radio programming. The project will operate in two phases -- outreach development (from now through summer 1986) and awareness-raising through on-air programming (during the 1986-87 broadcast season, September until June).

It is crucial to the strategy of PLUS that outreach development precede awareness-raising so that to the maximum extent possible community resources will be mobilized and in place to help adult learners when the demand increases. A newly formed station group, the Public Television Outreach Alliance, will lead the effort for PBS, developing materials and working with a broad range of supportive national organizations. ABC and PBS stations will work with local chapters of these organizations and other local resources to help create or enhance literacy task forces in their respective communities across the nation.

Beginning in September, both ABC and PBS will provide on-air national coverage of the illiteracy problem in all varieties of news and informational programming. In addition, the ABC Entertainment Division will endeavor to provide thematic treatment of illiteracy in the story lines of dramatic programming -- children's, daytime, and prime time. To provide continuity between these programming events, ABC and PBS will produce public service announcements. ABC Radio will carry public service announcements and mini-documentaries on illiteracy on its networks. ABC and PBS stations will supplement national programming with their own local programming.

The co-project directors of PLUS are: Margot Woodwell, Vice President and Station Manager, WQED, 4802 Fifth Avenue, Pittsburgh, PA 15213; and Dr. John E. Harr, Vice President, Office of Communication, ABC, 1330 Avenue of the Americas, New York, NY 10019. Inquiries are welcomed on outreach participation and should be directed to WQED: (412) 622-1491.

PLUS Literacy Project

The PLUS Literacy Project will be initiated in two phases--

1. Outreach development--January 1986 through summer 1986
2. Awareness--raising through on air programming--September 1986-June 1987

The two networks involved are ABC and PBS. The Public Television Outreach Alliance is leading the effort for PBS.

Outreach development--Task force organization, assessment of local programs, creation of new programs and/or expansion of existing programs will take place. PLUS will disseminate information to assist in these efforts.

On air programming--On air coverage by ABC and PBS, children's prime time and daytime television.

ABC and PBS will produce PSA's; ABC radio will participate; ABC and PBS will supplement national programming with local programming.

ABC

1. News documentary on plight of illiterate Americans (9/3)
2. This Week with David Brinkley (9/7)
3. ABC--World News Tonight (9/8-12)
4. 20/20 (9/17)
5. ABC After School Special
6. Nightline

PBS/LPB

1. "Community Solutions"--PBS will air a documentary examining successful methods of dealing with the problem of illiteracy. LPB will conduct a phone-in. (9/17)
2. "The American Ticket," (KCET/LA)--A 26 part television series that will educate adult students in basic literacy, computation, employment and daily living skills. It is targeted at nonreaders 15 years and older, including high school dropouts and those who speak English as a second language.
3. "GED TV Series"--Revised, it will begin October 25 and consist of 43 programs rather than the previous 39. (LPB)
4. "Project Second Chance"--Developed by Arkansas Educational TV Network to promote the KET GED Series. This program strikes at the problem of the high school dropout and a proven strategy for remedial action. It is a national program for both the general public and those who would like to earn a high school diploma.

PLUS Literacy Project Continued
Page 2

5. "Louisiana, The State We're In," LPB (9/19)
6. "Folks," LPB (9/21)
7. Public Service Announcements, LPB

ANNUAL FINANCIAL REPORT

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
DIVISION OF ACADEMIC PROGRAMS
BUREAU OF ADULT & COMMUNITY EDUCATION
BATON ROUGE, LOUISIANA

Submit one copy to the
State Director of Adult
& Community Education,
Baton Rouge, Louisiana.

AE
DE 525 (Rev. 9/79)

INSTRUCTIONS - This report is for your total Adult Education program. Please complete each item that applies to your program.

ITEM	FEDERAL EXPENDITURES ABE	STATE EXPENDITURES 274	LOCAL EXPENDITURES	TOTAL EXPENDITURES
I. INSTRUCTIONAL COSTS:				
1. TEACHERS				
2. PARAPROFESSIONALS				
3. RETIREMENT				
4. SOCIAL SECURITY				
5. TEACHER TRAVEL				
6. IN-SERVICE EDUCATION				
7. INSTRUCTIONAL MATERIALS & SUPPLIES				
II. ADMINISTRATIVE COSTS:				
8. SUPERVISORY PERSONNEL				
9. GUIDANCE PERSONNEL				
10. CLERICAL PERSONNEL				
11. JANITORIAL SERVICES				
12. OTHER PERSONNEL				
13. RETIREMENT				
14. SOCIAL SECURITY				
15. TRAVEL				
16. UTILITIES				
17. EQUIPMENT				
18. SUPPLIES & MATERIALS				
19. RENTAL				
20. OTHER				
TOTAL				

Parish or City School Board:

Date

Approved By: (Superintendent)

ADDENDUM



THOMAS G. CLAUSEN
Superintendent of Education

P.O. BOX 94064
Baton Rouge, LA 70804-9064
1-800-272-9872

EVALUATION REPORT
FOR
FISCAL YEAR 1986

Bureau of Adult and Community Education

BUREAU OF ADULT AND COMMUNITY EDUCATION

On-Site Evaluation Report

Fiscal Year 1986

Each of the local adult educational programs in the 66 local educational agencies in the State was evaluated during FY 1986. The evaluations were conducted on-site by the supervisory staff of the Bureau of Adult and Community Education of the Louisiana Department of Education. A specific evaluation form has been designed and was used during each evaluation.

Selected portions of the evaluation form were compiled for the purpose of reporting results to the U.S. Department of Education, Division of Adult Services. Other sections were developed to collect data for the State Department of Education only. These sections have not been included in this report. That which follows is the information gathered for reporting program information to the U.S. Department of Education.

Program Data

Recruiting: In this section, the compilations reflect the number of local educational agencies that indicated each response.

Cooperative Agencies: This section reflects involvement of other agencies in the recruitment of adult education students. The number next to the name of the agency gives the number of LEAs that reciprocate support with these government agencies and/or institutions.

Other: This gives a listing of additional government agencies, organizations, and institutions used by the local adult education programs in their recruitment efforts.

Business and Industry: The number next to the name of the business or industry reflects the number of times that the particular item was cited in the local evaluation report. This format will be used throughout this report when a listing is included.

News Media: The number reflects the number of the 66 LEAs in populated areas that used the media in their recruiting efforts.

Extent of Planning and Implementation of Programs with Local Agencies

Following are statements from local supervisors and administrators of adult education programs in populated areas of the State:

Facilities and services are shared with the Southwest Vocational-Technical School. The parish department of mental health and other agencies screen, recommend, and refer potential students to the program.

Flyers were distributed to cooperative agencies who refer clients to adult education. The full-time teacher publicizes the program on a local radio talk show.

Brochures are distributed to churches, city hall, and other locations in the community. Newspaper articles are published in local papers before, during, and after the school year. Local Public Service Announcements (PSA's) are given on the radio.

Parent Teacher Organization (PTO) groups in the parish were contacted and informed about the adult education program. Churches made announcements concerning classes. Our parish library also placed posters and distributed flyers to the public. An ad was placed in our local newspaper at the beginning of the school year and also during Adult Education Week.

A referral network has been established between adult education programs and cooperating agencies.

There is on-going cooperation with the Beauregard Parish prison system which provides educational services for inmates; and efforts are being made to procure funds from the Job Training Partnership Act (JTPA) for adult education in the parish.

The supervisor of the adult education program works very closely with governmental agencies, both state and local, as well as local employers and prospective employers. These agencies refer adults to the

supervisor, an adult education teacher, paraprofessional, principal, or counselor. Personal contact is made with the adult who is interested, and an invitation is extended to attend one of the adult classes nearest his/her residence. Churches throughout the parish have opened their doors to the adult education program; however, no classes are currently being conducted in churches. Ministers and church members have been very active in recruitment efforts. High school principals and guidance counselors throughout the parish have referred names of dropouts, as well as those of parents of students who have less than a high school education. In addition, they have also referred a number of pregnant girls who left the K-12 system because of health and safety reasons.

Several businesses in the parish have referred employees to the adult education classes located throughout the parish. A large number of these persons have received the GED diploma and job promotions as a result.

The Bossier Parish School System Adult and Continuing Education Program enlists the aid of all agencies and individuals in the northwest area of Louisiana in a comprehensive recruiting and retention activity. Life-long learning opportunities are offered by the Adult Education Program (Learning Center and Site Classes) and by the Community Education Program, offered through the Bossier Parish Community College.

Cooperative efforts were developed with the Prison, Job Corps, Northwest Louisiana Rehabilitation Center, Commercial College, Evergreen House, and American College.

In the early summer, our local adult education directory is updated. The agencies and organizations listed in the directory are either visited or telephoned to assure us that these are the appropriate individuals to contact for assistance in our endeavor. Brochures are disseminated to these agencies, organizations, and institutions in the hope that these groups will distribute them to those who need and are seeking our services. In many cases, brochures are also placed in announcement racks and circulars are placed on bulletin boards. These brochures describe the adult education services that are available to the public. Some of these parish agencies and institutions are Social Security, Family Services, CAL-CA, Veterans' Administration, Employment Bureau, and hospitals. A follow-up is conducted with these agencies and institutions.

The supervisor maintains contact with three or four industries that are in the area. Notices and brochures are disseminated in the community. These brochures provide information about the adult education program.

The supervisor visited the Cameron Parish Library and left pamphlets which described the program. He also distributed flyers at various offices in the parish courthouse, as well as in grocery stores and churches.

Letters and phone calls were the primary methods used to contact agencies and organizations. Information regarding time, dates, and locations of adult education classes were given at this time. Owners, managers, and chairpersons of agencies and organizations were asked to dispense this information as they deemed it necessary. They were also asked to recommend the program to adults without high school diplomas and to those who needed upgrading and/or refreshment courses.

The supervisor enthusiastically voices the offerings of the Adult Education Program in Claiborne Parish as he works with community programs and agencies. Brochures, pamphlets, letters, and so forth are distributed in the community to places such as banks, cable TV offices, service stations, and convenience stores for people to take and read.

All Civic Clubs and agencies are kept informed of current adult education services. These agencies and clubs are asked to promote the services offered through adult education. They are encouraged to refer all prospective candidates for adult education. The Concordia Parish School Board works closely with the welfare department, and prospective students are frequently referred by this agency. Additionally, articles and pictures are sent to the local newspapers.

Some agencies with which members of the DeSoto Parish and Adult and Community Education staff plan and work closely are as follows: (1) the Mansfield Vocational-Technical School and (2) the Community Action Agency (DAAA) which supplies one Adult Education evening class site, while the Mansfield Housing Authority contributes its Housing Center for evening classes. The Adult Education instructors help the tenants to compute their rent, utilities, and other needs, while supplying motivational material for housing maintenance and beautification.

Many persons who enroll in the trades at the Vocational-Technical School eventually become interested in taking and qualify to take the GED test.

The supervisor makes a series of regularly scheduled visits with a number of community agencies in an effort to improve cooperation and communication. Agencies contacted were Baton Rouge Vocational Technical Institute, Teen Parenting Center, J.M. Frazier Vocational Technical Institute, and Commercial Colleges in the Baton Rouge area. Additionally, a cooperative arrangement with the East Baton Rouge Parish School Board for upgrading teacher aides was established.

The supervisor meets with the directors of the various public, civic, and/or religious bodies or organizations and solicits support. At that time, specific ways of helping the Adult Education Program are set forth and agreed upon. Notices are sent to the local paper, and written agreements are submitted to the radio station.

The Vocational Technical School refers students to adult education classes when the students need a high school diploma. The supervisor also works with Dixon Correctional Institute.

Adult education personnel contact clergy, public officials, and business and civic leaders for permission and cooperation in disseminating program information. Local radio stations and newspapers have been cooperative in giving free advertisement to the program.

Classes were conducted at the Council on Aging site nine hours per week. Life-coping skills, reading, and writing are taught to elderly adults.

Announcements are made through churches, newspapers, and calls to the school board.

Last summer, the Sheriff's office requested the establishment of an adult education program for inmates. This was for persons convicted of misdemeanor crimes and not placed in jail. The program, which would lead to a General Educational Development (GED) Diploma, would be made mandatory by the judge as part of their probation. This request was presented to the Bureau of Adult and Community Education, and funds were provided to operate the program in FY 1985-86. Currently, there are 14 inmates in attendance. It is hoped that by the end of the year some inmates will become eligible to take the GED test and ultimately receive their high school equivalency diploma. The program looks hopeful for the future.

The Iberville Adult Education Program of operation involves Family Services/Welfare, Vocational-Technical School, Local Government (Parish), Anti-Poverty Program, Corrections and the Veterans' Administration to the extent that those agencies refer students to the adult education program and assist in recruitment of students.

The supervisor makes contact with various agencies in the community such as Welfare, Council on Aging, Community Action, and the Sheriff's Department to discuss the program and place brochures and other information that describes adult education services. One of the leading grocery stores advertised the program along with sales and distributed leaflets in grocery bags for customers. Additionally, Community Action provides transportation for handicapped students to attend the Adult Learning Center. The supervisor also contacted the director of HUD in the community and left application blanks for participants. Additional students were obtained through this effort.

The news media publicize and advertise class schedules along with the cooperative activities of the adult education program and other agencies.

The supervisor speaks to civic groups to inform members of the adult education program, schedule of classes, and so forth. Announcements are made through churches. Newspaper articles appear four to five times a year listing class schedules, sites, and other pertinent data. Newspaper supplements on parish schools include articles about adult education.

Churches and agencies in an impoverished area donated their facilities for classes. There is a class at the parish correction and detention center. Also, students from the juvenile detention center attend the vocational-technical school adult education class.

Personal contacts with pastors are made, and pastors are asked to help with recruitment of adults needing the GED. Radio and newspapers make the schedule of classes known to the public.

Agencies are aware of our efforts and upon contact, will respond in whatever ways are appropriate. Through cooperation and coordination of efforts at the Lincoln Detention Center, Retired Senior Volunteers (RSVP) provide tutoring for prisoners, and the adult education program provides instructional materials, testing, and direction to the program.

The supervisor visited Livingston Parish Head Start; contacted members of civic clubs; outlined the program of services to principals of all schools in Livingston Parish, distributed pamphlets and flyers; discussed the program with JTPA staff and the warden at the parish prison; and worked with Livingston Parish Youth Services Bureau, probation and parole officers, courts and church officials to familiarize each with adult education program in Livingston Parish.

A cooperative agreement exists between the Madison Parish Adult Education Program and the Tallulah Vocational-Technical School to implement adult education to special needs students. This program is open entry and open exit. The teacher is employed by the adult education program. The facilities and materials are provided at no cost to the adult education program. The classroom instructional program is needed to provide students seeking vocational-technical training with background knowledge for job training and success.

Other agencies in the community recruit and refer their clients in need of education to the adult education program.

The adult education program serves on a part-time basis clients from Christian Acres Juvenile Correctional Home that are ineligible to participate in regular education programs offered by the local public schools.

School opening announcements and handouts were sent to churches, business, civic and social clubs, newspaper and radio stations. Former students were extended specific invitation by telephone or mail. Public and parochial schools cooperated by sending announcements home by school children.

Information is provided to all the cooperating agencies through written materials or personal presentations. Handbills are distributed through various civic organizations, schools, and churches to publicize the program and announce class schedules.

Through cooperation with JTPA and Natchitoches High School the program was provided with a part-time clerical helper (graduating high school senior).

The agencies inform undereducated adults about the services of the adult education program. Flyers, brochures, and so forth are provided to agencies for distribution. Personal contact is made by the supervisor with the heads of agencies to promote the program.

We ask various agencies to advise us how our programs might serve their clients and employees. We also inform them of what our program has to offer them.

Chamber of Commerce members were made aware of the adult education program in the parish. Committee members were encouraged to disseminate the information to local businesses and industries.

Churches in the area were sent flyers outlining the adult education program. This information was posted on the church bulletin board.

A developed adult education brochure is disseminated throughout the parish to various local agencies. Notices are also placed in local stores.

Cooperative effort has been implemented with the Rapides Parish Jail where 111 inmates were enrolled and 15 passed the GED and will graduate this year. The program operates for 10 months in cooperation with the local educational agency. Additionally, cooperative efforts were implemented with the following: Camp Beauregard Prison, Renaissance Home for Boys, LTI Ball for Girls, Pinecrest State School, Briarwood Hospital, and Central Louisiana State Hospital. These agencies were provided adult education through testing and other educational services on request.

Before programs are begun, supervisors and teachers do house-to-house recruiting for interested persons. Telephone recruiting is used by both parties during the program's operation to encourage students to attend classes.

The local agencies are made aware of the adult education program in Richland Parish through the news media, personal contacts, and bulletins. A special publicity program was developed and instituted for the purpose of improving public relations. Many of our adult education students are welfare recipients or receive benefits under Social Security. These agencies and others frequently contact the adult education office relative to enrollment procedures and other pertinent matters.

An Adult Advisory Council has been established. This council includes teachers, aides, school personnel and business men and women. The members meet, eat, and plan ways to better reach and help people in Sabine Parish.

There is a close working relationship between the adult education program and the community college. The college representatives refer students that need a high school diploma as an entry requirement. Various parent-teacher organizations are addressed and informed about the program and its availability in the community to adults who wish to upgrade themselves academically.

Advertisement is carried in the bi-annual Community Education "Newsletter." Also our teachers and aides meet with various groups and organizations to present the overall program and to recruit students. Many of the agencies automatically recommend students, particularly the Health Unit and Senior Citizens' organizations. There is also a good working relationship with the high school counselors in our parish.

Elderly groups are invited to attend adult education classes and are notified of class schedules. The Welfare office and Social Security office act as referral agencies.

Personal contact is made by the supervisor and teachers to recruit students. Church, newspaper, and radio announcements are another main recruitment method.

A schedule of classes is distributed throughout the area through churches and the media. Additionally, through cooperation with the vocational-technical school, an on-site Adult Learning Center has been established to serve adults with special academic needs. Cooperation with agencies involves a referral network for the Adult Education Program.

Announcements about the adult education program are made in churches.

The supervisor of adult education conducts informal meetings with representatives of various agencies, parents, and students. The purpose is to plan and improve services. A letter is sent to selective representatives in the community explaining the parish offerings. Local members of the Legislature were informed of budget needs and so forth.

Flyers are sent to parents by school children. Parent Teacher Association groups also assist in distributing flyers. Cooperative agencies refer students to the program.

A referral network has been established among various organizations. Also, the Job Training Partnership Act program involved about 40 additional students in the program.

The following activities were implemented and attained: (1) visiting by key personnel to adult education classes, (2) discussing pertinent concerns and needs, (3) outlining a program to meet these needs, (4) implementing the program, (5) evaluating its effectiveness, (6) conducting tutoring, (7) establishing site classes at the Council on Aging (COA) Center, and (8) the Madison Job Training Program of Tallulah and the Motivation Education Training Program of Jennings (Newellton Branch) working together to locate eligible clients for academic and on-the-job training.

Through cooperation with the JTPA, a program with computer training to improve students' opportunity to obtain a GED diploma was implemented. Additionally, the South Louisiana Vocational Technical Institute received a JTPA grant with the assistance of the Terrebonne Parish School System to conduct a GED program parallel to the System's program. Other cooperating agencies in the community refer students to the program as needed to upgrade academic skills.

The Lions Club and the Department of Welfare refer students to adult education. Day and night classes are taught in the vocational-technical school. Baker Brush Company encourages employees without a diploma to enroll in adult education.

Extension of planning and implementation is done as the need occurs and/or by various agencies as requested.

Presidents or directors of various agencies are contacted for speaking engagements. Agencies invite us to speak at dinner meetings. Leaflets are prepared and distributed in the surrounding areas. Work is conducted with agencies in setting up referral programs. Release work time or granting of leaves for students to go back to school is encouraged.

The parish director met with local corrections personnel. In the meeting, they planned and set hours of class attendance for those in the local parish jail and persons presently on probation or parole. Parish director and Assistant Superintendent, Dr. Doerge also met with the Louisiana Bureau of Employment to involve the adult education program with JTPA funds and classes.

The family service director is provided brochures that describe the adult education program. These brochures are placed in the lobby of the Office of Family Security for the clients. The public library is also used as an outlet to disseminate adult education brochures to the general public. The Driver's License Bureau refers adults who have difficulty in obtaining a driver's license because they cannot read. The Vocational-Technical School refers its undereducated adult students to the adult education program for upgrading.

A referral network has been established between adult education programs and cooperating agencies.

Local agencies are aware of the adult education program and are helpful in distributing brochures, pamphlets, posting posters, and doing anything else that might need to be done to publicize the program. Often times presentations are made about the program to interested groups.

Letters and newspaper articles are released to the lay public prior to the commencing of the program each year. Through the ministerial body classes are held on-site in churches if 15 or more show an interest in the program. These church sites serve those adults who are unable to attend or feel uncomfortable in a regular school site. Classes are additionally established in city jails and rehabilitation centers to upgrade the academic level of inmates; and in hospitals to meet the needs of special adult groups employed by the institution.

The supervisor of adult education works with the administrators of various agencies to determine their particular needs. In the case of the Lafayette Parish Correctional Center, it was determined that the need was great enough for a special project on-site at the new correctional facility. In the case of the other agencies, it was recommended that clients attend any one of the many class locations. It was also found that it would be beneficial to locate a class at Delta School of Alexandria, Lafayette Branch, but the class was not established because of a lack of funds.

A list has been compiled identifying the plants in the St. James area and the plant manager for each prospective plant. Planning has been centered around upgrading their workers especially in the area of mathematics. We have discussed adult education with the St. James Community Action and the St. James Council of Aging resulting in input for program planning. The River Parish Chamber of Commerce has been involved in this effort.

Supervisor and teachers communicate orally and through written communications to local groups and organizations.

Audit Requirements

This entire section on audit requirements was omitted from this evaluation report because it relates specifically to the State administration of the program.

Instructional Personnel

This section described the kinds of instructional personnel that participated in the adult education program. ABE stands for Adult Basic Education. All personnel designated as ABE personnel are paid out of federal adult education funds.

R.S. 17:14 (Act 274 of 1975 as amended) provides State funds for adult education programs. Therefore, all Act R.S. 17:14 personnel are paid from these State funds. This next section gives definitions for the kinds of instructional personnel who participate in the adult education program.

A full-time teacher is one who is employed to provide adult education instructional activities in a full-time learning center. Full-time adult education teachers are employed on a contractual basis, based upon salary rates for regular public school teachers with similar degrees and experience. Full-time teachers paid on a contractual basis must be employed for a minimum of 25 hours per week.

A part-time teacher is employed on an hourly basis for specific instructional services, not to exceed 20 hours per week.

Certified teachers--All adult education teachers must possess a valid Louisiana Teaching Certificate. Full-time adult education teachers and administrators must also be certified in adult education.

Administrators

For information purposes, the definitions of all of the administrative positions at the local program level are given.

Director--This position provides full-time adult education responsibilities for overall administration and supervision of larger adult education programs serving approximately 2,500 adult enrollees each year through a variety of full-time and part-time programs.

Supervisor--This may be a full-time or a part-time position with the individual assigned overall adult education supervisory responsibilities.

Coordinator--This may involve a full-time or a part-time position with the individuals assigned specific administrative responsibilities for a particular site, facility, or cluster of adult education classes. This position may involve a combination of administrative, instructional, and/or counseling responsibilities. Full-time coordinators may also be assigned administrative responsibilities of overall supervision of a local adult education program in lieu of designation of a local supervisor from the school board office.

Coordinator/Teacher--This position should provide full-time education responsibilities for coordination or instruction in a full-time adult education center or class and may involve a combination of administrative, instructional, and/or counseling activities.

Several local educational agencies maintained a waiting list totalling 481 persons desiring to enter adult education programs.

Recommendations that were made by the supervisors are listed below:

1. Provide adequate funding for total program operation, for program maintenance--computer repairs, purchase of testing materials, and student books and supplies.
2. Maintain LEA's budget after negotiation for the school year.
3. Provide additional funds for instructional materials and supplies to adequately serve those adults currently enrolled in the program.
4. Provide additional monies to adult education--somewhat comparable to the regular education program--to allow for instruction, adequate equipment, and supplies.
5. Continue to provide summer teacher training institutes and encourage universities to provide adult education courses to facilitate teacher certification.
6. Provide funds to place full-time teachers on a nine-month contract.
7. Provide funds to employ part-time day-time instructors at learning centers to meet increased student enrollment.
8. Provide additional funds to purchase teaching materials.
9. Provide funds to purchase support computers, reading laboratories, and other supplementary materials.
10. Provide additional funds to purchase computer software to meet the educational objectives of computer assisted instruction.
11. Provide additional funds to upgrade and replenish the reading laboratory at the three main centers. The machine, filmstrips and tapes have become somewhat worn because of the large amount of student use.
12. Provide additional funds for expansion of the English as a Second Language (ESL) Program. There are an increasing number of ESL students needing adult education services.
13. Provide more lead time between the time that the form for the local program evaluation of adult education is mailed and the time of the on-site evaluation.
14. Revise end-of-the-year forms, especially Profile of Adult Education Participants, Parts C and D.
15. Devise a structured system for checking out materials in selected populated areas.

16. Computerize the record keeping functions of the East Baton Rouge Parish Adult Education Program.
17. Provide additional funds to expand the program to the Lincoln Detention Center.

COMPILATION OF ON-SITE EVALUATION
of the
66 LOCAL ADULT EDUCATION PROGRAMS

Bureau of Adult and Community Education
Louisiana Department of Education

1985-86

I. PROGRAM DATA

A. Recruiting (Number of local educational agencies visited and
the number responding are identified below.)

1. Utilize teachers? Yes 66 No 0
2. Utilize aides? Yes 45 No 21
3. Utilize other? Yes 56 No 10
4. Cooperative Agencies?
 - a. JTPA 35
 - b. Social Security 35
 - c. Family Services/Welfare 57
 - d. Institutions of Higher Learning:
Colleges and Universities 24
 - e. Hospital and Mental Health Units 31
 - f. Vocational-Technical Schools 53
 - g. Programs for the Elderly 39
 - h. Indian Affairs 6
 - i. Local government-parish and/or municipal 50
 - j. Anti-poverty programs 29
 - k. Corrections 41
 - l. Special Categories Programs:

Rehabilitation	<u>22</u>	Veterans	<u>23</u>
Driver Safety	<u>17</u>	Immigrant	<u>19</u>
Homebound	<u>16</u>	Indo-Chinese	<u>15</u>

m. Other:

Adolescent Center - 8
Agricultural Extension - 2
Battered Women Program
Business Colleges - 2
Catholic Deaf Center
Catholic Family Services
Chamber of Commerce - 2
Churches - 9
Civic Clubs and Organizations
Civil Defense
Colleges - 8
Community Action Agency - 4
Community Centers - 5
Community Colleges - 2
Community Education
Council on Aging - 3
Department of Health and Human Resources - 2
Department of Labor
Department of Public Safety - 2
Employment Office - 3
Family Counseling - 5
Food Stamp Office - 3
Fort Polk
Gertie Keiffer
Governor's Office
Guidance Counselors
Health Unit - 3
Half-Way House - 2
Hospitals - 3
Human Development - 2
Job Corps
Judicial System - 5
Latin American Apostolate
Learning Resource Center
Libraries - 10
Louisiana State University Cooperative Service
Loyola University
Mothers Against Drunk Drivers
Meadow Draughon Business College
Mental Health Unit - 6
Military - 17
National Guard
Nursing Home
Odyssey House - 4
Operation Upgrade of Baton Rouge
Opportunities Industrialization Center

m. Other: (continued)

Parent Teacher Organization
Parents Anonymous
Parish Library - 3
Plantation Education Programs, Inc.
Police Academy - 3
Public School System - 4
Recreation Centers - 2
Red Cross
Rehabilitation Centers - 4
St. Elizabeth Center
St. Michael School
Shelter Homes - 2
Special Education Program - 3
Substance Abuse Center - 11
Urban League Academy
Volunteers of America
YMCA - 5
YWCA - 2

5. Business and Industry? Yes 41 No 25 If so, list:
(The number next to the name of the business or industry reflects the number of times that the particular item was cited in the local evaluation report.)

Agrico-Chemical Company
Arcadia Manufacturing Company
Babin Motors
Baker Brush Company
Banks - 5
Beauty Schools - 3
Beker Company
Best Way Supermarkets
Big River Industries
Burger Chef
Business Schools
Calcasieu Marine
Carpenter's Union
Central Louisiana Electric Company
Chamber of Commerce - 4
Chevron
Ciba-Geigy
Clothing Manufacturer - 2
Colonial Sugar Refinery
Con Agra, Inc.
Copolymer
Country Pride Foods, Limited
Crown Zellerbach Corporation
Dairyman, Inc.
Delta School of Alexandria - Lafayette Branch
Department Stores - 4
Dow Chemical - 2
Drug Store - 2
Electrical Union
Exxon
Foundry
Freeport Industries
Georgia Gulf
Grain Elevators - 2
Greengate Company
Grocery Stores - 7
Gulf Alliance
Gulf Oil Chemical
Gulf States Utilities
Health & Human Resources Office
Hooker Company
Hospitals
International Paper Company
Iron Works
Job Placement - 2
J.R. McDermott Oilfield Construction Company
Kaiser Aluminum
K-Paul's Restaurant

5. Business and Industry. (Continued)

Lakeside National Bank
Lauren's Glass Company
Library - 2
Local Businesses - 3
Local Government - 2
Local Plants
McDonald's
Macon Ridge Farm Supply
Monsanto
Offshore Oil Corporation
Oil Companies - 3
Placid Oil Company
Plumber's Union
Post Office
Proctor & Gamble
Rice Mills
Rutter Rex
Sel-Mart
Shell
Shipyards
Stone Container Corp.
Sunbean Corp.
Town of Arcadia
Union Carbide
Utilities Companies - 5
Western Kraft
Williamette Industries, Inc.

6. News Media? Yes 66 No 0
(The number reflects the number of LEAs in populated areas that used either the media or civic organizations in their recruiting efforts.)

TV 20 Radio 53 Newspaper 65 Billboard 5

Other:

Announcement of Class Schedules - 6	
Brochures - 10	Letters - 4
Bulletins - 2	Newsletters - 5
Circulars	Pamphlets - 7
Displays	Phone - 3
Flyers - 17	Posters - 14
Grocery Bags	Public Service Announcements - 2
Handouts - 4	Registration Information

7. Civic clubs and organizations? Yes 48 No 18

Alcoholics Anonymous
Altrusa
Benevolent Association
Best Yet
Beta Sigma Phi
Boys' Club
Business Women of America
Cavalierette Women's Club
Cavalier Men's Club
Chamber of Commerce - 6
Churches
Civil League - 2
Civitans - 2
Citizens of Division A
Community Education Advisory Council
Community Service Research - 2
Community Theatre
Council on Aging
Day Care Center - 2
Delta Kappa Gamma
Ducks Unlimited
Eastern Star - 2
Ebony Ladies
Elite Women's Club
Elks
Fast Break Club
Festival & Fair Committee
Garden Club
Gambling Alumni
Happylander's
Home Demonstration Club
J.K. Haynes Foundation
Jaycees - 6

7. Civic clubs and organizations? (Continued)

Jonesville Women's Club
Junior Auxiliary
Keenagers Group
Kiwanis - 6
Knights of Columbus - 2
Lafourche Teachers, Inc.
League of Women Voters
Les Connoisseurs
Library - 2
Lioness Club - 2
Lion's Club - 17
Literacy Council
Livingston Parish Youth Services Bureau
Masonic Lodges - 3
Mount Ararat Lodge #62
NAACP
National Association of University Women
Optimist Club
Police Jury
P.T.A. - 5
P.T.O.
Recreation District
Religious Groups - 3
Resource Center
Retired Teacher's Organization
Rotary - 11
Social Clubs - 2
Southern University Alumni
United Way
VFW - 3
Voter's League - 4
West Temple I.B.P.O.E. #454
Women's Civic League
YMCA
Zonta Sorelle Civic Club

8. House-to-house recruiting? Yes 20 No 46
9. Telephone recruiting? Yes 58 No 8
10. Churches? Yes 55 No 11

II. AUDIT REQUIREMENTS

- A. This section was developed to collect data for the State Department of Education only. Therefore, this information is not included in this report.

III. INSTRUCTIONAL PERSONNEL*

- A. Listing of part-time and full-time teachers:

	<u>Full-time</u>	<u>Part-time</u>	<u>Total</u>
1. ABE	9	154	163
R.S. 17:14	50	256	306
Comb. ABE/R.S. 17:14	43	162	205
Grand Total	<u>674</u>		

2. No. of certified teachers: 698

No. certified in Adult Education: Full-time 93 Part-time 288

3. ABE Paraprofessionals	10	24	34
R.S. 17:14	36	61	97
Comb. ABE/R.S. 17:14	33	25	58
Grand Total	<u>189</u>		

4. Number retired teachers: 2 43 45

5. Number of teachers and/or paraprofessionals who attended adult education institutes or completed adult education courses at college/university level: 189

6. Number of teachers and/or paraprofessionals who attended adult education conferences or meetings: 235

7. Number of teachers and/or paraprofessionals who attended adult education workshops: 543

*Source: On-Site Evaluation Report 1986, as reported by local supervisors.

8. Number of teachers and/or paraprofessionals who belong to professional adult association: LAPCAE 502 AAACE 11
9. Number of teachers and/or paraprofessionals who are practicing individualized instruction: 731
10. Number of teachers and/or paraprofessionals using individualized program (prescription) sheets: 350
11. Number of teachers and/or paraprofessionals utilizing diagnostic profile sheets: 456
12. Teacher retention: Total number 594 Total number lost 66
13. Do you have five-year permanent records on file? Yes 66 No 0
14. How do you evaluate your teachers and/or paraprofessionals?
 - a. On-site visitation 66 c. Individual conferences 57
 - b. Instruments 24 d. Other: 5

Group conferences; retention record of students; student interviews, telephone.

- e. Is documentation on file? Yes 52 No 14

IV. ADMINISTRATORS*

	<u>Full-time</u>	<u>Part-time</u>	<u>Sub. Total Administrators</u>	<u>Months Employed</u>
A. Director	2	4	6	12
Acting Director	1	0	1	12
Superintendent	0	1	1	12
Assistant Supt.	0	3	3	12
Supervisor	7	47	54	12
Coordinator	6	7	13	10
Coordinator/Teacher	6	0	6	10
Principal	1	7	<u>8</u>	11
Grand Total			92	

(In the items below, the number indicates the number of supervisors who responded to the particular item.)

*Source: On-Site Evaluation Report 1986, as reported by local supervisors.

- B. Classes are visited: Daily 19 Once a week 31 None 0
 Other than listed: Bi-weekly 1 Once a month 16 Twice a month 7
 Every two months 0 Four times a year 0
 Twice a year 3 As needed 9
- C. Adult Education Administrator(s) attended State Supervisor's meeting for Adult Education. Yes 50 No 16
- D. Administrator(s) and staff conduct local workshops; Yes 50 No 16

V. ALL OTHER NONINSTRUCTIONAL PERSONNEL EMPLOYED PART-TIME OR FULL-TIME AND PAID FROM ADULT EDUCATION FUNDS*

	<u>Full-time</u>	<u>Part-time</u>	<u>Total</u>
Counselors	0	10	10
Janitors	5	17	22
Other	12	31	43

VI. LOCATION OF CLASSES*

A. Number of classes in:

1. School Building
 - a. Elementary/Junior 196
 - b. Secondary 159
 - c. Community College (Jr. College, Technical Institute, Vocational School) 36
2. Learning Center 152
3. Correctional Institute 33
4. Hospital 11
5. Work Site 2
6. Homes or Homebased 30
7. Other (Specify):

*Source: On-Site Evaluation Report 1986, as reported by local supervisors.

7. Other (Specify), Continued:

Career Center	Loyola Univeristy
Churches - 15	Notre Dame Seminary
Community Center - 9	Nursing Homes - 10
Florida-Desire Center	Police Academy
Gertie Keiffer	Recreation Center
Gordon Plaza	School Bus
Half-Way House	Senior Citizen Centers (COA) - 5
Housing Authority	Service Center - 3
Housing Project - 2	St. Maria Goretti
Indian Tribal Center	Teen Parent Center
Joe Brown Center	Total Community Action
Latin American Apostolate	Town Hall
Library - 3	

VII. WAITING LIST

A. Do you have a waiting list? Yes 12 No 54 How many? 481

B. Number of classes closed because of lack of funds.

ABE 4 How many students involved? 55

R.S. 17:14 2 How many students involved? 40

Combination ABE/R.S. 17:14 5 How many students involved? 79

If you need further information, please contact the Bureau of Adult and Community Education, Louisiana Department of Education, P.O. Box 94064, Baton Rouge, Louisiana 70804-9064.